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# TWENTY-THIRD ANNUAL REPORT

OF THE

# CIVIL SERVICE COMMISSION

OF

# MASSACHUSETTS.

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# CIVIL SERVICE COMMISSION.

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FRANK FOXCROFT, CAMBRIDGE.
JOSEPH C. PELLETIER, BOSTON.

---

*Chief Examiner.*
HENRY SHERWIN, JAMAICA PLAIN.

---

*Secretary.*
WARREN P. DUDLEY, BELMONT.
*Office of Civil Service Commission, Rooms 151, 152, State House, Boston.*

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*Registrar of Labor, — Labor Office, State House, Boston.*
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HARRY L. LINCOLN.

*Registration Clerk, — Labor Office, New Bedford.*
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# Commonwealth of Massachusetts.

*To the Honorable the Senate and House of Representatives in General Court assembled.*

In pursuance of the provisions of chapter 19 of the Revised Laws, we respectfully submit herewith the twenty-third annual report of the Civil Service Commission, for the period from Oct. 1, 1905, to Sept. 30, 1906, inclusive.

On Nov. 8, 1905, Mr. Joseph C. Pelletier was appointed as one of the commissioners, to fill the vacancy caused by the resignation of Commissioner Bentley W. Warren; and after the expiration of the term of office he was reappointed and qualified. Mr. Charles Warren was elected Chairman of the Commission by the commissioners on Nov. 10, 1905; and on Sept. 21, 1906, he was designated by the Governor as Chairman of the Commission, in pursuance of the Acts of 1906, chapter 159, providing that the Chairman of the Commission should be such person as the Governor should designate.

## Right of the Citizen to Examination for Office.

The merit system can no longer be regarded as an experiment in this Commonwealth, or in any respect as a transitory part of the administration of the government of the Commonwealth or of its cities.

Properly applied and vigorously executed, the civil service law embodies that spirit of fair play, that square deal with reference to opportunity to obtain public employment, which every citizen is entitled to demand as one of his rights.

Under the civil service law, every citizen has also a right to demand that for such positions as are classified and subject to the law he shall be given full opportunity to be examined for appointment, either by open competitive or

by non-competitive examination, according as the civil service rules provide.

Under the law, every citizen has the still further right to demand that the civil service system shall be so administered that evasions of the law may be promptly detected and promptly checked; as every such evasion, and every illegal appointment to a classified position, is a direct injury to the persons properly entitled to appointment, and a deprivation of their chance of appointment.

The civil service law must therefore be so administered as to secure for every citizen in the Commonwealth his just rights; namely, the right to prompt examination, and the right to be protected from illegal deprivation of his chance of appointment.

The law cannot, however, be so administered unless the Legislature provides the means. If the Commission is restricted in its appropriation, the only result is that individual citizens are deprived of their rights.

## Publicity.

The Commission believes that much of the criticism of the merit system in the past has been due to the fact that the appropriation made for it has not been sufficient to hold enough examinations, to give sufficiently widespread publicity to the fact that examinations were to be held, or to detect evasions of the law. In fact, where criticisms have been sifted down, it has been found that the criticism was not so much of the civil service law as of the method of its administration. If thorough administration of a law is hampered by lack of appropriations, the proper method of removing the criticism is by removing the hamper.

However, notwithstanding the limited means at its command, a marked step in advance in the line of publicity has been taken by the Commission during the past year.

Hitherto, persons desiring to apply for public positions have received their only notice of coming examinations from the list given in the annual report and from such notices sent out to the newspapers by the Commission as the papers were willing to publish free of charge.

The Commission in its last report, and the Governor in his inaugural address, recommended that city and town clerks should be required to post notices of examinations. A bill was passed to this effect (Acts of 1906, chapter 277), and the Commission has prepared forms for notices similar to the one printed in the Appendix. These have been sent as directed by law. It has also made arrangements (through the courtesy of the United States post-office officials) by which the notices are posted in the various post-offices. It has further prepared a list of trade and other associations, societies, educational and other institutions, to which it sends notices. Any association or institution not now on the list may, on application to and vote by the Commission, have such notices sent to it. A letter stating this fact has been addressed to the press by the Chairman. Arrangements have been made for the establishment of regular bulletin boards in the State House and in various public places in the cities.[1]

The Commission believes that with a proper appropriation this system of publicity can be carried farther with great benefit to all citizens. Heretofore there has been in some quarters an impression that the civil service examinations were, though nominally public, in reality open only to a small, favored set of persons. This impression must be dispelled. The public must be given to understand that examinations are open to every one qualified, and that all applying will be treated exactly alike, without fear or favor.

### Delay in holding Examinations.

Further, the Commission believes that it ought to be unhampered in ordering an examination whenever an examination is needed. With its present office force this is now impossible. The chief examiner and his associates are so overwhelmed with work that the Commission is frequently unable to hold an examination. This makes it necessary to authorize a provisional appointment; such provisional appointee is selected without any examination, and often for

[1] Between May 1 and Nov. 1, 1906, the Commission sent out about 15,000 posters announcing examinations.

solely personal reasons by the appointing officer. In other cases the Commission is obliged to delay holding an examination, to the great inconvenience and annoyance of the appointing official.

Delay in holding examinations affords a just cause of complaint, from the public desiring to compete for the position, from the person holding the position temporarily under provisional appointment, and from the appointing officer. Such cause for complaint the Commission would be glad to avert. But it does not consider that the responsibility for the complaint rests with it, so long as it is left without sufficient means to remove the cause.

## Hearings.

The Commission recognizes that the civil service law was passed not merely for the protection of the equal right of all qualified citizens to public offices and positions, but also for the protection of the appointing officer against the filling of his subordinate positions with incompetent persons. For this reason it has been the policy of this Commission to get into touch with appointing officials by means of personal interviews, hearings and conferences, rather than by official written communications; and to try to comply with the reasonable requests of such appointing officials, so far as this can be done under the law.

The Commission also believes in the policy of giving a hearing to any member of the public who presents a reasonable request for such hearing.

To carry out these policies, it has been necessary to hold many more meetings and to devote considerably more actual time to the work of the Commission than in former years. The following figures are presented as an illustration: —

| | 1904-05. | 1905-06. |
|---|---|---|
| Number of meetings held, . . . . . | 103 | 183 |
| Number of hearings and conferences held, . | 56 | 142 |
| Number of persons examined, . . . . | 3,010 | 3,870 |

The number of persons examined in the year 1894, when the Commission first occupied its present offices, was 1,582.

### Violations of the Law.

Active efforts have been made, by examination of pay rolls, to detect all possible violations of the civil service law. The amount of time taken by the Commission in the administration of this part of the civil service law can be understood when it appears that it has had occasion in the city of Boston alone to order the discharge of, or to take action under the statute to stop the pay of, 380 persons found to be illegally employed. Of these, 232 were so-called "emergency men;" 25 were firemen employed without authority, at the time of the "one day in five" agitation in Boston; 74 others were in the labor service; 49 in the classified service of the first division.

In addition to the above, the Commission has acted in frequent cases of illegal employment or transfer in other cities and in the Commonwealth service.

### Inspectors.

The new inspector, authorized by Acts of 1906, chapter 465, will be largely employed on pay rolls. This position the Commission filled by the promotion of a stenographer already in its employ. The vacancy thus caused in the stenographer's position was filled by the appointment of the first person on the eligible list.

The position of physical inspector, authorized by Acts of 1906, chapter 465, while not a position subject to civil service rules, was thrown open to public competition, and the examination therefor was advertised throughout the Commonwealth.[1]

### Labor Registration.

In addition to the work set forth above, the Commission has conducted an investigation of the eligible lists registered in the labor office, in order to ascertain what cases

[1] Twenty-five physicians appeared for examination on Oct. 17, 1906, and on Oct. 29, 1906, the Commission appointed Dr. Andrew F. Downing of Cambridge to the position.

of fraudulent registration existed, and how many persons had presented false, fraudulent or insufficient certificates or vouchers. It has personally examined the application papers of nearly 1,000 persons registered, of whom over 200 were ordered to be stricken off the lists because of the existence of such false, fraudulent or insufficient certificates or vouchers.

In addition, it has abolished a number of ratings on the labor lists, registration under which was clearly fraudulent, or in evasion of the law. It has also consolidated a large number of other ratings, in order to impede evasions of the law caused by the existence of numbers of short lists, and the registration of men on such short lists under false or doubtful certificates of qualification. Thus the separate lists of cabinet makers, millwrights, sawyers, caulkers, coopers and wheelwrights were abolished, and all qualified persons on these lists were registered under a general heading of "Carpenters and Other Woodworkers." So, too, under the general heading of "Blacksmiths" will be registered tool makers, horseshoers, locksmiths, saw filers and chippers. Farmers, florists, foresters, gardeners, gardeners' helpers, grave diggers, sodders and graders and nurserymen will be registered on a new general list of "Gardening Laborers." Gilders, grainers, glaziers and painters will be on the general painters' list. Many other lists have been treated in the same way. It is hoped that this will prove an obstacle to the practice adopted by heads of departments of sending favored men up for registration on such lists as contained only a few names, in order that they might later make a requisition on which these special men should be certified back. At the same time, it will not restrict any laborer from furnishing certificates for any class of work for which he is qualified; it simply affects the manner of his registration. On receipt of requisition for any particular class of work, the first two persons who appear from their certificates to be qualified will be certified from the appropriate list.

### New Fire Service Rules and Regulations.

Soon after the revision of the rules went into effect, July 1, 1905, the Commission was convinced that the working of the rules as applied to the fire service of cities other than Boston was not entirely satisfactory. It devoted nearly eight months to a consideration of the subject, and invited all the chiefs of the fire departments of the various cities to confer with it at various times, and also committees from the Fire Chiefs' Association. As a result, it adopted certain amendments to the civil service rules, which were approved by the Governor and Council Sept. 7, 1906, advertised Sept. 14, 1906, in the newspapers, as provided by law, and went into effect Nov. 15, 1906. (See Appendix to this report.)

### Recommendation for Larger Appropriation for the Work of the Commission.

It is estimated that in the service of all the cities and towns under the law and in the Commonwealth service there are about 18,000 positions in the classified service of the first division, and about 7,500 in the labor service, — a total of about 25,500 subject to the examination, administration and supervision of the Commission.

To administer the civil service law in all its various phases, as set forth above, the Commission is now given an appropriation of about $28,000. This appropriation is thoroughly insufficient. The statutory pay of the commissioners is only $5 for each day's service. The statutory salary of the secretary of the Commission is only $2,000. The Commission recommends that the salary of the secretary be increased to $3,000, and that the total appropriation be increased so as to further a proper and thorough administration of the law.

### Urgent Need of Larger Offices.

The Commission further urgently calls to the attention of the Legislature the entire inadequacy of the present offices of the Commission in the State House. When it first occupied these rooms, in 1894, it employed two clerks. It now is obliged to employ nine, and will be obliged to employ at

least two more. It further employs two pay roll inspectors and a physical inspector. Its quarters consist of: first, the secretary's room, in which, after deducting the space taken up by desks, typewriting desks, mimeograph machine, addressing machine, chairs, etc., there are only one hundred and forty-eight square feet of space. In this room are the secretary and six clerks (together with one additional clerk and the chief examiner when the Commission is meeting in its own room), leaving a space of less than twenty square feet per person. In this crowded room also are received all members of the public who apply for information from or conference with the secretary. Second, the commissioners' room, occupied by the chief examiner and two clerks, and by the three commissioners at their meetings, and also used for the giving of non-competitive examinations, is largely filled up by a large table, three desks, chairs and filing cases. The room now occupied by the labor office will be occupied by the labor registrar, two clerks, two pay roll inspectors and the physical inspector.

In a letter addressed by the Commission to the Governor, Feb. 28, 1906, it called his attention to the fact that increased office room was demanded, in the interests of the general public quite as much as for the need of the Commission and of its clerical force, as follows: —

With the great increase in the work of this Commission and in the number of positions placed within the classified service during the past few years, there has developed a necessity for the holding of frequent public and private hearings by the Commission, in addition to its general administrative work.

The Commission holds at least three meetings a week, sometimes more. When a hearing is held, the chief examiner, in whose office the Commission is obliged to meet, has to vacate the room temporarily; and the two clerks, who also occupy the room when the Commission is not in session, have to go into another already badly crowded room. The services of these clerks become largely unavailable during the time when the room is thus vacated. This causes an absolute loss to the Commonwealth through the unavoidable waste of clerical time which is paid for, but cannot be utilized.

The room in which hearings are now held is unsuited for the purpose, and too small except for hearings at which only a few

persons are present. As an instance of this, a hearing was recently granted to the board of assessors and to the mayor of the city of New Bedford, at which hearing eleven persons were present, besides the three commissioners, the secretary of the Commission and the stenographer, — sixteen persons in all. The accommodations of the room were totally inadequate, the air unbreathable, and the inconvenience to the public of the greatest.

There is no proper room which persons awaiting a hearing may use as a waiting room. The room now used for this purpose is a small section of the outer corridor, having no light from outside, and lighted only by electricity. It is occupied at all times by one clerk and sometimes by two, and has in it a large filing case and a telephone closet. It is an entirely unfit place in which to keep waiting mayors of cities, selectmen of towns, city and town counsel and other persons to whom hearings may be granted. The Commission often holds two or more hearings in one day, and this outer office has been frequently filled to its capacity, — mayors of cities awaiting their turn with persons who have been summoned by the Commission for examination into their alleged criminal records.

The Civil Service Commission is practically the only body in the State service which exercises substantially judicial powers, and yet which has no proper place in which to hold public hearings. Even if the convenience of the Commission, the absolute need for increased space for clerks and for the proper performance of the work of the Commission did not make a change of quarters necessary, the needs of the general public demand more suitable offices for the transaction of the public business and the hearings of the public requests.

It is impossible to obtain other quarters in the State House.

The Commission is informed by the Sergeant-at-Arms that there is no further available space in the State House.

## Recommendation for Passage of Resolve authorizing the Provision of Offices outside the State House.

In view of the above, the Commission recommends to the Legislature the passage of a resolve authorizing the Sergeant-at-Arms, with the approval of the Governor and Council, to provide properly furnished rooms, outside of the State House, for the performance of the duties imposed by law upon the Commission, and to expend for rent and fitting up and furnishing the same the necessary sums.

## Rulings, etc.

During the past year the following rulings of interest to the public have been made by the Commission : —

### *As to Deputy Superintendents.*

Dec. 8, 1905. *Voted:* That the position of deputy superintendent of each division of the street department of the city of Boston falls within the provisions of Class 11 of Schedule B of Rule 7 of the civil service rules, and that any person filling such position must be employed in accordance with the provisions of chapter 19 of the Revised Laws of Massachusetts and of the civil service rules in force thereunder.

### *Transfers.*

May 18, 1906. *Voted:* Not to allow the transfer of persons certified or appointed for temporary service.

### *As to Special Qualifications.*

May 31, 1906. *Voted:* That the Civil Service Commissioners, in certifying upon a requisition to fill a position within the classified service, will not recognize any special qualification or experience which in their judgment is not an essential part of the usual or ordinary duties of such position, unless after hearing and good cause shown.

### *Transfer of Laborers.*

June 11, 1906. *Voted:* That, under Rule 43, Section 3, the Civil Service Commissioners will not consent to a transfer of laborers from one department to another except after hearing of both heads of departments and good cause shown for such transfer.

### *Interpreters.*

July 5, 1906. *Held:* That interpreters are within the classified service in Class 3 of Schedule A.

*Re-marking of Examination Papers.*

July 27, 1906. *Voted:* That, in case of petition by an applicant for a re-marking of his examination papers, no papers disclosing the identity of the petitioner shall be transmitted to the examiners.

*As to Weighers, Measurers, Bicycle Riders and Tallymen.*

Aug. 2, 1906. *Voted:* That, in the case of weighers, measurers, bicycle riders and tallymen, so far as the duties of these positions are in part clerical, certifications will not be made from the labor lists, but from lists in Schedule A, Class 1 or 3. So far as the duties are not in any way clerical, certification will be made from the general labor lists.

*Violation of Law.*

Aug. 6, 1906. *Voted:* To request the Chairman to transmit the following letter: —

BOSTON, Aug. 6, 1906.

JOHN B. MORAN, Esq., *District Attorney, Court House, Boston, Mass.*

MY DEAR SIR: — The Civil Service Commissioners of Massachusetts have to-day received your letter of Aug. 4, 1906, requesting them to furnish you with a statement of all violations of the civil service laws and rules that may hereafter be brought to their attention.

In reply, I would say that the commissioners, in their efforts to enforce compliance with the civil service law in Suffolk County, will be pleased to receive the co-operation of the District Attorney for that county, and they will be glad to furnish him with evidence of such instances of willful violation of the law in the future as it may seem to them desirable to have brought before the criminal court.

Two forms of violation of the law have hitherto been most frequent, viz.: employment of persons contrary to the provisions of the law and rules, and perjury of applicants in their sworn application papers.

In the case of illegal employments, the civil remedy conferred by statute (namely, the stoppage of the pay of the employee) is oftentimes a method of procedure unsatisfactory to the commissioners, inasmuch as this remedy acts not on the person violating

the law, *i.e.*, the employing officer, but on the subject of the violation, *i.e.*, the employee.

It is to the interest of the general public, as well as of the large body of citizens who have in good faith taken and passed civil service examinations for State and city positions, that illegal employments should be prevented and that perjury by applicants should be stopped.

The commissioners, therefore, welcome the willingness of the District Attorney to present the evidence to the grand jury in such cases as they may desire his co-operation.

I remain, yours very truly,

CHARLES WARREN,
*Chairman.*

*Emergency Men.*

Aug. 7, 1906. It appearing that for some time a practice has existed in departments of the city of Boston of employing a large number of so-called "emergency" men without notice to or requisition upon the Civil Service Commissioners, on the ground that such employment was necessary, owing to the daily failure of any regular employees, because of illness, old age or otherwise, to appear for work in such departments; and that this practice was stopped by order of the commissioners in December last; and that since January, 1906, weekly returns of the employment of so-called "emergency" men have been made by order of the commissioners by the heads of the street cleaning, sanitary and other departments; and that, as shown by said returns during the past three months, there has been an average weekly employment of eighty such men in the street cleaning department and of one hundred and fifty such men in the sanitary department, and of a smaller number in other departments;

And it further appearing that the persons so employed are practically regular employees, set to work week after week for from one to five days each week, —

Now, therefore, it is *Voted:* That such employments are not employments "in cases of emergency which cannot be foreseen," within the meaning of Rule 42 of the civil service rules;

And, further, *Voted:* That employments for temporary service without requisition to fill vacancies, arising from any

of the above causes, must cease on and after Thursday, Aug. 16, 1906, and any further employment for such purposes in such manner will be treated as a violation of the civil service law and rules ;

And, further, *Voted :* That hereafter all employments in the labor service for such temporary work must be made after requisition upon the Civil Service Commissioners, and in due form, upon certification from the lists, as provided by the civil service law and rules.

*Non-Competitive Examination.*

Oct. 15, 1906. *Voted:* That it is not the policy of the commissioners to give a non-competitive examination to an applicant who has previously failed to pass such examination, until after the expiration of six months from such failure.

Rulings of Attorney-General.

On Jan. 11, 1906, an opinion was received from the Attorney-General, confirming the ruling of the Commission of Dec. 8, 1905, as to deputy superintendents of the street department of Boston. On May 29, 1906, proceedings were begun under the provisions of Revised Laws, chapter 19, section 34, by the Commission and by the Attorney-General, to test in court by *quo warranto* proceedings the validity of the appointment of John J. Douglass as deputy superintendent of the ferry division of the street department of Boston.

On May 29, 1906, an opinion was received from the Attorney-General, sustaining the Commission in holding that special police officers in towns were not subject to the civil service law and rules.

Statistics.

The statistics as to persons examined and appointed during the year are to be found in the report of the secretary and of the chief examiner, in the Appendix of this report.

## Further Recommendation for Legislation.

In addition to the recommendations already made in this report as to increased appropriations and as to larger quarters, the only suggestion as to legislation which the Commission makes is to urge, as it has long done in the past, that the civil service law be amended so that the application of the rules may be extended to counties. It renews what is said in its twentieth annual report, page 12.

CHARLES WARREN,
FRANK FOXCROFT,
JOSEPH C. PELLETIER,
*Civil Service Commissioners.*

Nov. 27, 1906.

# APPENDIX.

# ANNUAL REPORT OF THE SECRETARY AND OF THE CHIEF EXAMINER TO THE COMMISSION.

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*To the Commission.*

We respectfully submit the following report of examinations and appointments, covering the year from Oct. 1, 1905, to Sept. 30, 1906, inclusive.

## Examinations.

The whole number of examinations held was 268, of which 178 were competitive, 1 special competitive, and 89 non-competitive, as follows: —

### *Competitive Examinations.*

Competitive examinations were held, 12 for the State service, 20 for the Boston service, and 146 for the service of cities and towns other than Boston, as follows: —

| *State.* | Number of Examinations. | Number examined. |
|---|---|---|
| For clerical service, | 2 | 598 |
| For visitor service, | 1 | 88 |
| For stenographer-typewriter service, | 2 | 127 |
| For prison service, | 1 | 31 |
| For metropolitan park police service, | 1 | 68 |
| For district police service, | 1 | 121 |
| For foreman and inspection service, | 2 | 8 |
| For civil engineering service, | 2 | 108 |
| Total, | 12 | 1,149 |

| *Boston.* | Number of Examinations. | Number examined. |
|---|---|---|
| For clerical service, | 2 | 188 |
| For visitor service, | 1 | 21 |
| For stenographer-typewriter service, | 2 | 36 |
| For prison service, | 1 | 12 |
| For fire service, | 2 | 269 |
| For police service, | 2 | 199 |
| For drawtender service, | 1 | 63 |
| For foreman and inspection service, | 2 | 180 |
| For sub-foreman service, | 2 | 41 |
| For janitor service, | 1 | 44 |
| For schoolhouse custodian service, | 1 | 9 |
| For superintendent service, | 1 | 15 |
| For civil engineering service, | 2 | 65 |
| Total, | 20 | 1,142 |

| *Beverly.* | | |
|---|---|---|
| For clerical service, | 1 | 2 |
| For police service, | 1 | 1 |
| For civil engineering service, | 1 | 4 |
| Total, | 3 | 7 |

| *Brockton.* | | |
|---|---|---|
| For police service, | 1 | 8 |
| For fire service, | 1 | 27 |
| Total, | 2 | 35 |

| *Brookline.* | | |
|---|---|---|
| For clerical service, | 1 | 7 |
| For police service, | 1 | 10 |
| For foreman and inspection service, | 1 | 2 |
| For fire service, | 1 | 22 |
| Total, | 4 | 41 |

| *Cambridge.* | | |
|---|---|---|
| For clerical service, | 1 | 26 |
| For police service, | 1 | 40 |
| For drawtender service, | 1 | 7 |
| For foreman and inspection service, | 2 | 7 |
| For sub-foreman service, | 1 | 3 |
| For janitor service, | 1 | 5 |
| For fire service, | 1 | 35 |
| Total, | 8 | 123 |

| | Number of Examinations. | Number examined. |
|---|---|---|
| *Chelsea.* | | |
| For clerical service, | 1 | 3 |
| For police service, | 1 | 10 |
| For fire service, | 1 | 14 |
| Total, | 3 | 27 |
| *Everett.* | | |
| For clerical service, | 1 | 5 |
| For police service, | 1 | 11 |
| For foreman and inspection service, | 1 | 1 |
| For janitor service, | 1 | 5 |
| For fire service, | 1 | 7 |
| Total, | 5 | 29 |
| *Fall River.* | | |
| For clerical service, | 1 | 14 |
| For police service, | 1 | 46 |
| For foreman and inspection service, | 1 | 1 |
| For janitor service, | 1 | 14 |
| For fire service, | 1 | 34 |
| Total, | 5 | 109 |
| *Fitchburg.* | | |
| For clerical service, | 1 | 12 |
| For police service, | 1 | 8 |
| For foreman and inspection service, | 1 | 2 |
| For janitor service, | 1 | 5 |
| For fire service, | 2 | 19 |
| For civil engineering service, | 1 | 1 |
| Total, | 7 | 47 |
| *Gloucester.* | | |
| For clerical service, | 1 | 2 |
| For police service, | 1 | 3 |
| For foreman and inspection service, | 1 | 3 |
| For janitor service, | 2 | 23 |
| For fire service, | 1 | 5 |
| Total, | 6 | 36 |
| *Haverhill.* | | |
| For police service, | 1 | 16 |
| For fire service, | 1 | 12 |
| Total, | 2 | 28 |

| *Holyoke.* | Number of Examinations. | Number examined. |
|---|---|---|
| For clerical service, | 1 | 7 |
| For police service, | 1 | 20 |
| For foreman and inspection service, | 2 | 6 |
| For janitor service, | 1 | 7 |
| For fire service, | 1 | 17 |
| For superintendent service, | 1 | 3 |
| For civil engineering service, | 1 | 1 |
| Total, | 8 | 61 |

| *Lawrence.* | | |
|---|---|---|
| For clerical service, | 1 | 31 |
| For police service, | 1 | 17 |
| For janitor service, | 1 | 9 |
| For fire service, | 1 | 51 |
| Total, | 4 | 108 |

| *Lowell.* | | |
|---|---|---|
| For clerical service, | 1 | 32 |
| For police service, | 1 | 33 |
| For janitor service, | 1 | 14 |
| For fire service, | 1 | 30 |
| Total, | 4 | 109 |

| *Lynn.* | | |
|---|---|---|
| For clerical service, | 1 | 10 |
| For police service, | 1 | 8 |
| For foreman and inspection service, | 1 | 5 |
| For sub-foreman service, | 1 | 1 |
| For janitor service, | 1 | 13 |
| For fire service, | 1 | 26 |
| Total, | 6 | 63 |

| *Malden.* | | |
|---|---|---|
| For clerical service, | 1 | 3 |
| For police service, | 1 | 17 |
| For foreman and inspection service, | 1 | 2 |
| For janitor service, | 1 | 2 |
| For fire service, | 1 | 5 |
| Total, | 5 | 29 |

*Marlborough.*

| | Number of Examinations. | Number examined. |
|---|---|---|
| For janitor service, | 1 | 14 |
| For fire service, | 1 | 6 |
| Total, | 2 | 20 |

*Medford.*

| | | |
|---|---|---|
| For clerical service, | 1 | 6 |
| For police service, | 1 | 2 |
| For foreman and inspection service, | 1 | 6 |
| For janitor service, | 1 | 9 |
| For fire service, | 1 | 15 |
| Total, | 5 | 38 |

*Melrose.*

| | | |
|---|---|---|
| For clerical service, | 1 | 2 |
| For police service, | 1 | 10 |
| For fire service, | 1 | 2 |
| Total, | 3 | 14 |

*New Bedford.*

| | | |
|---|---|---|
| For clerical service, | 2 | 30 |
| For police service, | 1 | 15 |
| For janitor service, | 2 | 13 |
| For fire service, | 1 | 10 |
| For superintendent service, | 1 | 14 |
| Total, | 7 | 82 |

*Newton.*

| | | |
|---|---|---|
| For clerical service, | 1 | 16 |
| For police service, | 2 | 18 |
| For fire service, | 1 | 7 |
| Total, | 4 | 41 |

*North Adams.*

| | | |
|---|---|---|
| For janitor service, | 1 | 1 |
| For fire service, | 1 | 8 |
| For civil engineering service, | 1 | 1 |
| Total, | 3 | 10 |

| | Number of Examinations. | Number examined. |
|---|---|---|
| *Northampton.* | | |
| For clerical service, | 1 | 2 |
| For police service, | 2 | 11 |
| For foreman and inspection service, | 1 | 1 |
| For fire service, | 1 | 9 |
| Total, | 5 | 23 |
| *Norwood.* | | |
| For police service, | 1 | 2 |
| *Pittsfield.* | | |
| For clerical service, | 1 | 1 |
| For police service, | 1 | 4 |
| For foreman and inspection service, | 1 | 3 |
| For janitor service, | 1 | 1 |
| For fire service, | 2 | 15 |
| Total, | 6 | 24 |
| *Quincy.* | | |
| For clerical service, | 1 | 2 |
| For police service, | 1 | 14 |
| For inspection service, | 1 | 2 |
| For janitor service, | 1 | 6 |
| For fire service, | 1 | 15 |
| Total, | 5 | 39 |
| *Revere.* | | |
| For police service, | 1 | 13 |
| *Salem.* | | |
| For clerical service, | 1 | 2 |
| For police service, | 1 | 9 |
| For foreman and inspection service, | 1 | 1 |
| For janitor service, | 1 | 8 |
| For fire service, | 1 | 14 |
| Total, | 5 | 34 |
| *Somerville.* | | |
| For clerical service, | 1 | 16 |
| For police service, | 1 | 20 |
| For janitor service, | 1 | 16 |
| For fire service, | 1 | 26 |
| Total, | 4 | 78 |

| | Number of Examinations. | Number examined. |
|---|---|---|
| *Springfield.* | | |
| For clerical service, | 1 | 8 |
| For police service, | 1 | 20 |
| For foreman and inspection service, | 2 | 8 |
| For janitor service, | 2 | 10 |
| For fire service, | 2 | 30 |
| For superintendent service, | 1 | 14 |
| For civil engineering service, | 2 | 5 |
| Total, | 11 | 95 |
| *Taunton.* | | |
| For clerical service, | 1 | 6 |
| For police service, | 1 | 15 |
| Total, | 2 | 21 |
| *Waltham.* | | |
| For fire service, | 1 | 7 |
| *West Springfield.* | | |
| For police service, | 1 | 2 |
| *Woburn.* | | |
| For police service, | 1 | 4 |
| *Worcester.* | | |
| For clerical service, | 1 | 19 |
| For police service, | 1 | 20 |
| For foreman and inspection service, | 1 | 7 |
| For sub-foreman service, | 1 | 1 |
| For fire service, | 2 | 38 |
| For civil engineering service, | 1 | 1 |
| Total, | 7 | 86 |

*Special Competitive Examination.*

One special competitive examination was held for the position of chief boiler inspector in the district police department, under the provisions of chapter 521 of the Acts of 1906.

*Non-competitive Examinations.*

Non-competitive examinations were held as follows: 63 of applicants for promotion where the rules provide for non-competitive examinations; 16 for original appointment, in

the case of 2 of which there were no persons on the eligible list possessing the special qualifications desired, 4 were for transfer, and in the remaining cases there were no eligible lists.

There were also 10 non-competitive examinations for the position of plumbing inspector in the following cities and towns, as provided by Revised Laws, chapter 103 : —

| | Number of Persons examined. |
|---|---|
| Boston, | 2 |
| Leominster, | 1 |
| Newburyport, | 1 |
| Norwood, | 2 |
| South Framingham, | 1 |
| Swampscott, | 1 |
| Watertown, | 1 |
| Webster, | 1 |

*Number of Persons examined.*

The whole number of persons examined for original appointment and for promotion in the first division was 3,870, of whom 3,044 were men, including 24 veterans, and 826 were women, as follows : —

| | |
|---|---|
| For clerical service, | 1,052 |
| For clerical promotion, | 9 |
| For visitor service, | 111 |
| For stenographer-typewriter service, | 163 |
| For prison service, | 45 |
| For metropolitan park police service, | 68 |
| For metropolitan park police promotion, | 4 |
| For district police service, | 126 |
| For fire service, | 779 |
| For fire promotion, | 29 |
| For police service, | 626 |
| For police promotion, | 20 |
| For drawtender service, | 70 |
| For foreman and inspection service, | 248 |
| For sub-foreman service, | 46 |
| For plumbing inspection service, | 10 |
| For janitor service, | 219 |
| For schoolhouse custodian service, | 9 |
| For superintendent service, | 48 |
| For civil engineering service, | 186 |
| For civil engineering promotion, | 1 |
| For architect service, | 1 |
| Total, | 3,870 |

Of the whole number of persons examined, 3,672 had been educated in the common schools and 198 appear to have attended college.

*Number of Persons passing Examinations.*

The whole number of persons who passed examinations for original appointment and promotion was 2,490, of whom 1,999 were men, including 12 veterans, and 491 were women, as follows: —

| | Number. | Per Cent. of Those examined. |
|---|---|---|
| For clerical service, | 560 | 53.24 |
| For clerical promotion, | 8 | 88.89 |
| For visitor service, | 43 | 38.74 |
| For stenographer-typewriter service, | 94 | 57.68 |
| For prison service, | 42 | 93.34 |
| For metropolitan park police service, | 46 | 67.65 |
| For metropolitan park police promotion, | 4 | 100.00 |
| For district police service, | 81 | 64.29 |
| For fire service, | 554 | 71.12 |
| For fire promotion, | 28 | 96.55 |
| For police service, | 419 | 66.94 |
| For police promotion, | 20 | 100.00 |
| For drawtender service, | 55 | 78.58 |
| For foreman and inspection service, | 193 | 77.83 |
| For sub-foreman service, | 34 | 73.92 |
| For plumbing inspection service, | 9 | 90.00 |
| For janitor service, | 128 | 58.45 |
| For schoolhouse custodian service, | 7 | 77.78 |
| For superintendent service, | 46 | 95.84 |
| For civil engineering service, | 118 | 63.45 |
| For architect service, | 1 | 100.00 |

*Number of Persons appointed.*

The whole number of persons receiving original appointments from the eligible lists was 866, of whom 685 were men, including 8 examined veterans, and 181 were women.

The whole number of persons receiving appointment by promotion was 109, of whom 104 were men and 5 were women.

In addition, the whole number of original appointments and promotions of unexamined veterans was 22.

Following are the lists: —

## Commonwealth Service.

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| State clerical service, | 2 | – | 1 | 223 | 4 | 372 | 77 | 2 | 241 | 3 | 1 | 88 | 1 | 26.11 | 62.50 | 26.57 | 21.98 | 67.50 | 23.99 | 297 | 23 | 271 | 8 |
| State clerical promotion, | – | – | 2 | 1 | – | 1 | 1 | – | 1 | 1 | – | 1 | – | 23.00 | – | 33.00 | – | – | – | 2 | – | – | – |
| State visitor service, | 1 | – | 2 | 28 | 1 | 61 | 11 | – | 26 | 2 | – | – | 1 | 30.89 | – | 35.23 | 42.06 | 59.00 | 33.00 | 25 | 12 | 49 | 4 |
| State stenographer-typewriter service. | 2 | – | – | 14 | – | 113 | 12 | – | 63 | 3 | – | 21 | – | 28.67 | – | 24.16 | 19.50 | – | 22.70 | 71 | 4 | 50 | 2 |
| State prison service, | 1 | – | 1 | 32 | – | – | 32 | – | – | 2 | – | – | – | 31.74 | – | – | – | – | – | 30 | 2 | – | – |
| Metropolitan park police service, | 1 | – | – | 68 | – | – | 46 | – | – | 12 | – | – | – | 30.59 | – | – | 32.23 | – | – | 46 | – | 22 | – |
| Metropolitan park police promotion. | – | – | 4 | 4 | – | – | 4 | – | – | 4 | – | – | – | 36.25 | – | – | – | – | – | 4 | – | – | – |
| District police service, | 1 | 1 | – | 122 | 4 | – | 80 | 1 | – | 8 | – | – | 1 | 35.16 | 65.00 | – | 37.71 | 63.00 | – | 78 | 3 | 45 | – |
| State foreman and inspection service | 2 | – | – | 8 | – | – | 4 | – | – | 1 | – | – | – | 31.00 | – | – | 41.00 | – | – | 3 | 1 | 4 | – |
| State civil engineering service, | 2 | – | – | 108 | – | – | 75 | – | – | 45 | – | – | – | 21.23 | – | – | 20.50 | – | – | 21 | 54 | 17 | 16 |
| State civil engineering promotion, | – | – | – | – | – | – | – | – | – | 9 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| | 12 | 1 | 10 | 608 | 9 | 547 | 342 | 3 | 331 | 90 | 1 | 110 | 3 | 29.46 | 63.75 | 29.74 | 30.71 | 63.17 | 26.56 | 577 | 99 | 458 | 30 |
| | 23 | | | 1,164 | | | 676 | | | 201 | | | 3 | 40.98 | | | 40.15 | | | 676 | | 488 | |

## Boston Service.

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Boston clerical service, . . . . | 2 | – | 1 | 126 | – | 63 | 44 | – | 34 | 13 | – | 4 | 1 | 28.03 | – | 24.43 | 27.24 | – | 24.70 | 70 | 8 | 108 | 3 |
| Boston clerical promotion, . . | – | – | 5 | 2 | – | 3 | 1 | – | 3 | 3 | – | 3 | – | 27.00 | – | 28.00 | 26.00 | – | – | 4 | – | 1 | – |
| Boston visitor service, . . . | 1 | – | – | 7 | – | 14 | 1 | – | 5 | – | – | – | – | 38.00 | – | 42.40 | 42.83 | – | 36.11 | 6 | – | 15 | – |
| Boston stenographer-typewriter service. | 2 | – | – | 7 | – | 29 | 2 | – | 17 | 2 | – | 7 | – | 32.00 | – | 22.41 | 24.80 | – | 19.50 | 19 | – | 16 | 1 |
| Boston stenographer-typewriter promotion. | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – |
| Boston prison service, . . . | 1 | – | 1 | 13 | – | – | 10 | – | – | 3 | – | – | – | 35.33 | – | – | 38.00 | – | – | 10 | – | 3 | – |
| Boston fire service, . . . | 2 | – | 4 | 273 | – | – | 176 | – | – | 82 | – | – | – | 24.94 | – | – | 25.66 | – | – | 176 | – | 97 | – |
| Boston fire promotion, . . . | – | – | 10 | 10 | – | – | 10 | – | – | 25 | – | – | – | 38.90 | – | – | – | – | – | 10 | – | – | – |
| Boston police service, . . . | 2 | – | – | 199 | – | – | 110 | – | – | 30 | – | – | 1 | 28.38 | – | – | 28.73 | – | – | 110 | – | 87 | 2 |
| Boston police promotion, . . | – | – | 2 | 2 | – | – | 2 | – | – | 4 | – | – | – | 50.00 | – | – | – | – | – | 2 | – | – | – |
| Boston drawtender service, . . | 1 | – | – | 62 | 1 | – | 47 | 1 | – | 1 | 1 | – | 1 | 32.17 | 62.00 | – | 32.87 | – | – | 48 | – | 15 | – |
| Boston foreman and inspection service. | 2 | – | 1 | 178 | 3 | – | 136 | 1 | – | 44 | – | – | 4 | 34.19 | 62.00 | – | 37.34 | 59.50 | – | 127 | 10 | 42 | 2 |
| Boston foreman and inspection promotion. | – | – | – | – | – | – | – | – | – | 2 | – | – | 1 | – | – | – | – | – | – | – | – | – | – |
| Boston sub-foreman service, . . | 2 | – | – | 41 | – | – | 32 | – | – | 3 | – | – | – | 35.25 | – | – | 30.78 | – | – | 31 | 1 | 9 | – |
| Boston plumbing inspection service. | – | – | 2 | 2 | – | – | 1 | – | – | 1 | – | – | – | 40.00 | – | – | 32.00 | – | – | 1 | – | 1 | – |
| Boston gas-fitting inspection service. | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Boston janitor service, . . . | 1 | – | – | 40 | 1 | 3 | 33 | 1 | 1 | 13 | – | – | – | 38.26 | 62.00 | 39.00 | 35.29 | – | 46.00 | 34 | 1 | 9 | – |
| Boston schoolhouse custodian service. | 1 | – | – | 8 | 1 | – | 7 | – | – | – | – | – | – | 30.29 | – | – | 42.00 | 59.00 | – | 5 | 2 | 2 | – |
| Boston superintendent service, . | 1 | – | – | 15 | – | – | 15 | – | – | 10 | – | – | – | 40.80 | – | – | – | – | – | 15 | – | – | – |

## Boston Service — *Concluded.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Boston civil engineering service, . | 2 | – | – | 65 | – | – | 34 | – | – | 12 | – | – | – | 22.00 | – | – | 22.09 | – | – | 21 | 13 | 24 | 7 |
| Boston civil engineering promotion. | – | – | – | – | – | – | – | – | – | 13 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Boston architect service, . . | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 31.00 | – | – | – | – | – | – | 1 | – | – |
| | 20 | – | 27 | 1,051 | 6 | 112 | 662 | 3 | 60 | 263 | 1 | 15 | 8 | 31.97 | 62.00 | 31.25 | 31.83 | 59.25 | 31.58 | 689 | 36 | 429 | 15 |
| | 47 | | | 1,169 | | | 725 | | | 279 | | | 8 | 41.74 | | | 40.88 | | | 725 | | 444 | |

## Clerical, Stenographer-typewriter, Prison, Drawtender, Foreman, Inspection, Sub-foreman, Janitor, Fire, Superintendent, and Civil Engineering Services, Cities Other than Boston, and Inspectors of Plumbing in Cities and Towns, under Chapter 103 of the Revised Laws.

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Beverly, clerical, . . . . . | 1 | – | – | – | – | 2 | – | – | 2 | – | – | – | – | – | – | 37.00 | – | – | – | 2 | – | – | – |
| Beverly, civil engineering, . . | 1 | – | – | 4 | – | – | 4 | – | – | – | – | – | – | 24.25 | – | – | – | – | – | 4 | – | – | – |
| Brockton, clerical, . . . . . | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – |

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Brockton, fire, | 1 | – | – | 27 | – | – | 19 | – | – | 3 | – | – | – | 29.00 | – | – | 29.12 | – | – | 19 | – | 8 | – |
| Brookline, clerical, | 1 | – | – | 2 | – | 5 | – | – | 3 | – | – | – | – | – | – | 22.00 | 19.50 | – | 20.00 | 3 | – | 4 | – |
| Brookline, foreman and inspection. | 1 | – | – | 2 | – | – | 2 | – | – | 1 | – | – | – | 42.00 | – | – | – | – | – | 2 | – | – | – |
| Brookline, fire, | 1 | – | – | 22 | – | – | 18 | – | – | 10 | – | – | – | 26.00 | – | – | 28.25 | – | – | 18 | – | 4 | – |
| Cambridge, clerical, | 1 | – | – | 10 | – | 16 | 14 | – | – | 1 | – | 6 | – | 26.14 | – | – | 28.50 | – | – | 13 | 1 | 12 | – |
| Cambridge, drawtender, | 1 | – | – | 7 | – | – | 7 | – | – | 5 | – | – | – | 33.71 | – | – | – | – | – | 7 | – | – | – |
| Cambridge, foreman and inspection. | 2 | – | – | 7 | – | – | 6 | – | – | 1 | – | – | – | 37.86 | – | – | 36.00 | – | – | 6 | – | 1 | – |
| Cambridge, sub-foreman, | 1 | – | – | 3 | – | – | – | – | – | 3 | 1 | – | – | – | – | – | 49.00 | – | – | – | – | 3 | – |
| Cambridge, janitor, | 1 | – | – | 5 | – | – | 2 | – | – | – | – | – | – | 38.50 | – | – | 33.00 | – | – | 2 | – | 3 | – |
| Cambridge, fire, | 1 | – | – | 35 | – | – | 19 | – | – | 10 | – | – | – | 27.61 | – | – | 26.38 | – | – | 19 | – | 16 | – |
| Cambridge, fire promotion, | – | – | 2 | 2 | – | – | 2 | – | – | 2 | – | – | – | 35.00 | – | – | – | – | – | 2 | – | – | – |
| Chelsea, clerical, | 1 | – | – | – | – | 3 | – | – | 2 | – | – | 4 | – | – | – | 22.50 | – | – | 28.00 | 2 | – | 1 | – |
| Chelsea, janitor, | – | – | – | – | – | – | – | – | – | 1 | – | – | 1 | – | – | – | – | – | – | – | – | – | – |
| Chelsea, fire, | 1 | – | – | 14 | – | – | 12 | – | – | 8 | – | – | – | 30.42 | – | – | 29.50 | – | – | 12 | – | 2 | – |
| Everett, clerical, | 1 | – | – | – | – | 5 | – | – | 3 | – | – | 3 | – | – | – | 33.00 | – | – | 27.50 | 3 | – | 2 | – |
| Everett, foreman and inspection, | 1 | – | – | 1 | – | – | 1 | – | – | – | – | – | – | 48.00 | – | – | – | – | – | 1 | – | – | – |
| Everett, janitor, | 1 | – | – | 5 | – | – | 4 | – | – | 2 | – | – | – | 50.75 | – | – | 25.00 | – | – | 4 | – | 1 | – |
| Everett, fire, | 1 | – | – | 7 | – | – | 7 | – | – | 3 | – | – | – | 30.71 | – | – | – | – | – | 7 | – | – | – |
| Fall River, clerical, | 1 | – | – | 3 | – | 11 | 2 | – | 6 | 1 | – | 1 | – | 19.00 | – | 20.60 | 19.00 | – | 24.50 | 8 | – | 6 | – |
| Fall River, foreman and inspection. | 1 | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – | – | 46.00 | – | – | – | – | 1 | – |
| Fall River, janitor, | 1 | – | – | 14 | – | – | 4 | – | – | 1 | – | – | – | 44.00 | – | – | 45.00 | – | – | 4 | – | 10 | – |
| Fall River, fire, | 1 | – | – | 34 | – | – | 26 | – | – | 3 | – | – | – | 30.81 | – | – | 29.38 | – | – | 26 | – | 8 | – |

## Clerical, Stenographer-typewriter, Prison, Drawtender, etc. — *Continued.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Fall River, fire promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 46.00 | – | – | – | – | – | 1 | – | – | – |
| Fitchburg, clerical, | 1 | – | – | – | – | 12 | – | – | 9 | – | – | 2 | – | – | – | 20.44 | – | – | 19.33 | 9 | – | 3 | – |
| Fitchburg, foreman and inspection. | 1 | – | – | 2 | – | – | 1 | – | – | – | – | – | – | 33.00 | – | – | 28.00 | – | – | 1 | – | 1 | – |
| Fitchburg, janitor, | 1 | – | – | 4 | 1 | – | – | 1 | – | – | 1 | – | – | – | 61.00 | – | 42.25 | – | – | 1 | – | 4 | – |
| Fitchburg, fire, | 2 | – | – | 19 | – | – | 15 | – | – | 5 | – | – | – | 28.00 | – | – | 30.75 | – | – | 15 | – | 4 | – |
| Fitchburg, civil engineering, | 1 | – | – | 1 | – | – | 1 | – | – | 1 | – | – | – | 28.00 | – | – | – | – | – | 1 | – | – | – |
| Gloucester, clerical, | 1 | – | – | – | – | 2 | – | – | 2 | – | – | 1 | – | – | – | 24.00 | – | – | – | 2 | – | – | – |
| Gloucester, foreman and inspection. | 1 | – | 1 | 4 | – | – | 4 | – | – | 2 | – | – | – | 41.75 | – | – | – | – | – | 4 | – | – | – |
| Gloucester, janitor, | 2 | – | – | 22 | 1 | – | 14 | – | – | 1 | – | – | – | 34.29 | – | – | 47.63 | 61.00 | – | 14 | – | 9 | – |
| Gloucester, fire, | 1 | – | – | 5 | – | – | 5 | – | – | – | – | – | – | 23.80 | – | – | – | – | – | 5 | – | – | – |
| Haverhill, clerical, | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – |
| Haverhill, fire, | 1 | – | – | 12 | – | – | 9 | – | – | 1 | – | – | – | 28.33 | – | – | 30.33 | – | – | 9 | – | 3 | – |
| Holyoke, clerical, | 1 | – | – | 3 | – | 4 | 1 | – | 2 | 1 | – | 2 | – | 37.00 | – | 20.00 | 27.50 | – | 26.50 | 3 | – | 4 | – |

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| Holyoke, foreman and inspection, | 2 | - | - | 6 | - | - | 6 | - | - | - | - | - | - | 40.00 | - | - | - | - | - | 6 | - | - | - |
| Holyoke, janitor, | 1 | - | - | 7 | - | - | 3 | - | - | - | - | - | - | 41.33 | - | - | 41.00 | - | - | 3 | - | 4 | - |
| Holyoke, fire, | 1 | - | - | 17 | - | - | 11 | - | - | - | - | - | - | 27.45 | - | - | 28.83 | - | - | 11 | - | 6 | - |
| Holyoke, superintendent, | 1 | - | - | 3 | - | - | 3 | - | - | 1 | - | - | - | 43.00 | - | - | - | - | - | 3 | - | - | - |
| Holyoke, civil engineering, | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 30.00 | - | - | - | - | - | 1 |
| Holyoke, civil engineering promotion. | - | - | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 27.00 | - | - | - | - | 1 | - |
| Lawrence, clerical, | 1 | - | - | 21 | - | 10 | 8 | - | 2 | 3 | - | 1 | 1 | 28.50 | - | 18.50 | 24.92 | - | 19.25 | 9 | 1 | 20 | 1 |
| Lawrence, janitor, | 1 | - | - | 9 | - | - | 2 | - | - | - | - | - | - | 31.00 | - | - | 40.29 | - | - | 2 | - | 7 | - |
| Lawrence, fire, | 1 | - | - | 51 | - | - | 42 | - | - | - | - | - | - | 31.19 | - | - | 32.00 | - | - | 42 | - | 9 | - |
| Leominster, plumbing inspection, | - | - | 1 | 1 | - | - | 1 | - | - | 1 | - | - | - | 40.00 | - | - | - | - | - | 1 | - | - | - |
| Lowell, clerical, | 1 | - | - | 19 | - | 13 | 11 | - | 8 | - | - | - | - | 24.00 | - | 27.25 | 24.50 | - | 24.40 | 17 | 2 | 13 | - |
| Lowell, stenographer-typewriter, | - | - | - | - | - | - | - | - | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - |
| Lowell, janitor, | 1 | - | - | 13 | 1 | - | 8 | - | - | - | - | - | - | 38.00 | - | - | 35.20 | 62.00 | - | 8 | - | 6 | - |
| Lowell, fire, | 1 | - | - | 30 | - | - | 20 | - | - | - | - | - | - | 28.80 | - | - | 27.10 | - | - | 20 | - | 10 | - |
| Lowell, fire promotion, | - | - | 2 | 2 | - | - | 2 | - | - | 2 | - | - | - | 45.50 | - | - | - | - | - | 2 | - | - | - |
| Lynn, clerical, | 1 | - | - | 1 | - | 9 | 1 | - | 4 | - | - | 4 | - | 32.00 | - | 21.75 | - | - | 25.75 | 5 | - | 5 | - |
| Lynn, stenographer-typewriter, | - | - | - | - | - | - | - | - | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - |
| Lynn, foreman and inspection, | 1 | - | - | 5 | - | - | 5 | - | - | 1 | - | - | - | 39.80 | - | - | - | - | - | 5 | - | - | - |
| Lynn, sub-foreman, | 1 | - | - | 1 | - | - | 1 | - | - | 3 | - | - | - | 32.00 | - | - | - | - | - | 1 | - | - | - |
| Lynn, sub-foreman, promotion, | - | - | - | - | - | - | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Lynn, janitor, | 1 | - | - | 13 | - | - | 9 | - | - | 3 | - | - | 1 | 41.11 | - | - | 48.00 | - | - | 9 | - | 4 | - |
| Lynn, fire, | 1 | - | - | 26 | - | - | 22 | - | - | 11 | - | - | - | 27.73 | - | - | 30.75 | - | - | 22 | - | 4 | - |

CLERICAL, STENOGRAPHER-TYPEWRITER, PRISON, DRAWTENDER, ETC. — *Continued.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Lynn, fire promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 40.00 | – | – | – | – | – | 1 | – | – | – |
| Malden, clerical, | 1 | – | – | 1 | – | 2 | 1 | – | 2 | – | – | 3 | – | 20.00 | – | 26.00 | – | – | – | 3 | – | – | – |
| Malden, foreman and inspection, | 1 | – | – | 2 | – | – | 2 | – | – | – | – | – | – | 38.50 | – | – | – | – | – | 2 | – | – | – |
| Malden, janitor, | 1 | – | – | 2 | – | – | 2 | – | – | 2 | – | – | 1 | 52.00 | – | – | – | – | – | 2 | – | – | – |
| Malden, fire, | 1 | – | – | 5 | – | – | 4 | – | – | 6 | – | – | – | 34.00 | – | – | 31.00 | – | – | 4 | – | 1 | – |
| Marlborough, janitor, | 1 | – | – | 13 | 1 | – | 6 | 1 | – | 2 | 1 | – | – | 38.33 | 60.00 | – | 43.59 | – | – | 7 | – | 7 | – |
| Marlborough, fire, | 1 | – | – | 6 | – | – | 5 | – | – | 2 | – | – | – | 27.80 | – | – | 27.00 | – | – | 5 | – | 1 | – |
| Medford, clerical, | 1 | – | – | – | – | 6 | – | – | 3 | – | – | 2 | – | – | – | 24.66 | – | – | 26.66 | 2 | 1 | 3 | – |
| Medford, foreman and inspection, | 1 | – | – | 6 | – | – | 5 | – | – | 1 | – | – | – | 37.20 | – | – | 30.00 | – | – | 5 | – | 1 | – |
| Medford, janitor, | 1 | – | – | 8 | 1 | – | 6 | 1 | – | – | 1 | – | – | 40.67 | 62.00 | – | 44.00 | – | – | 7 | – | 2 | – |
| Medford, fire, | 1 | – | – | 15 | – | – | 12 | – | – | 4 | – | – | – | 28.08 | – | – | 31.66 | – | – | 12 | – | 3 | – |
| Melrose, clerical, | 1 | – | – | – | – | 2 | – | – | 2 | – | – | – | – | – | – | 20.00 | – | – | – | 1 | 1 | – | – |
| Melrose, fire, | 1 | – | – | 2 | – | – | 2 | – | – | – | – | – | – | 30.50 | – | – | – | – | – | 2 | – | – | – |

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| New Bedford, clerical, | 2 | - | - | 23 | - | 7 | 15 | - | 5 | 1 | - | 1 | - | 27.14 | - | 28.00 | 37.00 | - | 19.50 | 17 | 3 | 10 | - |
| New Bedford, clerical promotion, | - | - | 1 | 1 | - | - | 1 | - | - | 1 | - | - | - | 50.00 | - | - | - | - | - | 1 | - | - | - |
| New Bedford, foreman and inspection. | - | - | - | - | - | - | - | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| New Bedford, janitor, | 2 | - | - | 13 | - | - | 9 | - | - | 1 | - | - | - | 37.22 | - | - | 43.75 | - | - | 9 | - | 4 | - |
| New Bedford, fire, | 1 | - | - | 10 | - | - | 7 | - | - | 2 | - | - | - | 27.86 | - | - | 26.00 | - | - | 7 | - | 3 | - |
| New Bedford, superintendent, | 1 | - | - | 14 | - | - | 14 | - | - | 1 | - | - | 1 | 39.43 | - | - | - | - | - | 14 | - | - | - |
| Newburyport, plumbing inspection. | - | - | 1 | 1 | - | - | 1 | - | - | 1 | - | - | - | 24.00 | - | - | - | - | - | 1 | - | - | - |
| Newton, clerical, | 1 | - | - | - | - | 16 | - | - | 11 | - | - | 6 | - | - | - | 19.73 | - | - | 23.40 | 8 | 3 | 5 | - |
| Newton, fire, | 1 | - | - | 7 | - | - | 5 | - | - | 2 | - | - | - | 28.60 | - | - | 31.50 | - | - | 5 | - | 2 | - |
| North Adams, janitor, | 1 | - | - | 1 | - | - | - | - | - | - | - | - | 1 | - | - | - | 56.00 | - | - | - | - | 1 | - |
| North Adams, fire, | 1 | - | - | 8 | - | - | 7 | - | - | 7 | - | - | - | 29.71 | - | - | 45.00 | - | - | 7 | - | 1 | - |
| North Adams, fire promotion, | - | - | 2 | 2 | - | - | 2 | - | - | 2 | - | - | - | 34.50 | - | - | - | - | - | 2 | - | - | - |
| North Adams, civil engineering, | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 51.00 | - | - | - | - | 1 | - |
| Northampton, clerical, | 1 | - | - | 2 | - | - | 2 | - | - | 1 | - | - | - | 29.50 | - | - | - | - | - | 2 | - | - | - |
| Northampton, foreman and inspection. | 1 | - | - | 1 | - | - | 1 | - | - | 1 | - | - | - | 36.00 | - | - | - | - | - | 1 | - | - | - |
| Northampton, fire, | 1 | - | - | 9 | - | - | 6 | - | - | 2 | - | - | - | 27.45 | - | - | 27.67 | - | - | 6 | - | 3 | - |
| Norwood, plumbing inspection, | - | - | 2 | 2 | - | - | 2 | - | - | 2 | - | - | - | 43.00 | - | - | - | - | - | 2 | - | - | - |
| Pittsfield, clerical, | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 18.00 | - | - | - | - | 1 | - |
| Pittsfield, foreman and inspection, | 1 | - | - | 3 | - | - | 3 | - | - | 1 | - | - | - | 34.67 | - | - | - | - | - | 3 | - | - | - |
| Pittsfield, janitor, | 1 | - | - | 1 | - | - | - | - | - | - | - | - | - | - | - | - | 48.00 | - | - | - | - | 1 | - |
| Pittsfield, fire, | 2 | - | - | 15 | - | - | 7 | - | - | 2 | - | - | - | 25.43 | - | - | 28.63 | - | - | 7 | - | 8 | - |
| Quincy, clerical, | 1 | - | - | - | - | 2 | - | - | 2 | - | - | 1 | - | - | - | 18.00 | - | - | - | 2 | - | - | - |

CLERICAL, STENOGRAPHER-TYPEWRITER, PRISON, DRAWTENDER, ETC. — *Continued.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons Appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Ag of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Quincy, inspection, | 1 | – | – | 2 | – | – | 1 | – | – | 1 | – | – | – | 35.00 | – | – | 45.00 | – | – | 1 | – | 1 | – |
| Quincy, janitor, | 1 | – | – | 6 | – | – | 2 | – | – | – | – | – | – | 57.00 | – | – | 41.25 | – | – | 2 | – | 4 | – |
| Quincy, fire, | 1 | – | – | 15 | – | – | 12 | – | – | 9 | – | – | – | 29.58 | – | – | 25.67 | – | – | 12 | – | 3 | – |
| Quincy, fire promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | 1 | 31.00 | – | – | – | – | – | 1 | – | – | – |
| Quincy, superintendent, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 42.00 | – | – | – | – | – | 1 | – | – | – |
| Salem, clerical, | 1 | – | – | – | – | 2 | – | – | 1 | – | – | 3 | – | – | – | 45.00 | – | – | 30.00 | 1 | – | 1 | – |
| Salem, foreman and inspection, | 1 | – | – | 1 | – | – | 1 | – | – | – | – | – | – | 40.00 | – | – | – | – | – | 1 | – | – | – |
| Salem, janitor, | 1 | – | – | 8 | – | – | 4 | – | – | 1 | – | – | – | 42.50 | – | – | 37.00 | – | – | 4 | – | 4 | – |
| Salem, fire, | 1 | – | – | 14 | – | – | 8 | – | – | 2 | – | – | – | 30.25 | – | – | 32.00 | – | – | 8 | – | 6 | – |
| Somerville, clerical, | 1 | – | – | 3 | – | 13 | 2 | – | 9 | 1 | – | 6 | – | 18.00 | – | 20.22 | 35.00 | – | 24.50 | 11 | – | 5 | – |
| Somerville, water inspection, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 34.00 | – | – | – | – | – | 1 | – | – | – |
| Somerville, janitor, | 1 | – | – | 14 | 2 | – | 8 | 2 | – | 3 | 2 | – | – | 39.50 | 61.50 | – | 51.67 | – | – | 10 | – | 6 | – |
| Somerville, fire, | 1 | – | – | 26 | – | – | 24 | – | – | 4 | – | – | – | 29.17 | – | – | 33.00 | – | – | 24 | – | 2 | – |

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| Somerville, fire promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 46.00 | – | – | – | – | – | 1 | – | – | – |
| South Framingham, plumbing inspection. | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 39.00 | – | – | – | – | – | 1 | – | – | – |
| Springfield, clerical, | 1 | – | – | 1 | – | 7 | 1 | – | 5 | 1 | – | 4 | – | 19.00 | – | 22.80 | – | – | 19.50 | 6 | – | 2 | – |
| Springfield, foreman and inspection. | 2 | – | – | 7 | 1 | – | 6 | – | – | 2 | – | – | – | 33.00 | – | – | 24.00 | 64.00 | – | 6 | – | 2 | – |
| Springfield, janitor, | 2 | – | – | 9 | 1 | – | 4 | 1 | – | 3 | – | – | – | 37.50 | 59.00 | – | 50.33 | – | – | 5 | – | 5 | – |
| Springfield, fire, | 2 | – | – | 30 | – | – | 24 | – | – | 14 | – | – | – | 28.21 | – | – | 25.62 | – | – | 24 | – | 6 | – |
| Springfield, fire promotion, | – | – | 2 | 2 | – | – | 2 | | – | 2 | – | – | – | 41.50 | – | – | – | – | – | 2 | – | – | – |
| Springfield, superintendent, | 1 | – | – | 14 | – | – | 12 | – | – | 1 | – | – | – | 34.43 | – | – | 40.50 | – | – | 10 | 2 | 2 | – |
| Springfield, civil engineering, | 2 | – | – | 5 | – | – | 4 | – | – | 1 | – | – | – | 30.50 | – | – | 18.25 | – | – | 4 | – | 1 | – |
| Springfield, civil engineering promotion. | – | – | – | – | – | – | – | – | – | 3 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Swampscott, plumbing inspection, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 46.00 | – | – | – | – | – | 1 | – | – | – |
| Taunton, clerical, | 1 | – | – | 3 | – | 3 | 3 | – | 2 | 2 | – | – | – | 25.33 | – | 26.00 | – | – | 29.00 | 4 | 1 | 1 | – |
| Taunton, clerical promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 30.00 | – | – | – | – | – | 1 | – | – | – |
| Taunton, janitor, | – | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – |
| Waltham, fire, | 1 | – | – | 7 | – | – | 5 | – | – | – | – | – | – | 25.80 | – | – | 33.50 | – | – | 5 | – | 2 | – |
| Waltham, fire promotion, | – | – | 3 | 3 | – | – | 3 | – | – | – | – | – | – | 28.00 | – | – | – | – | – | 3 | – | – | – |
| Watertown, plumbing inspection, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 40.00 | – | – | – | – | – | 1 | – | – | – |
| Webster, plumbing inspection, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 24.00 | – | – | – | – | – | 1 | – | – | – |
| Woburn, superintendent, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 44.00 | – | – | – | – | – | 1 | – | – | – |
| Worcester, clerical, | 1 | – | – | 4 | – | 15 | 1 | – | 15 | – | – | 7 | – | 33.00 | – | 27.67 | 30.66 | – | – | 15 | 1 | 3 | – |
| Worcester, foreman and inspection. | 1 | – | – | 7 | – | – | 7 | – | – | 5 | – | – | – | 41.91 | – | – | – | – | – | 7 | – | – | – |
| Worcester, sub-foreman, | 1 | – | – | 1 | – | – | 1 | – | – | 1 | – | – | – | 54.00 | – | – | – | – | – | 1 | – | – | – |

## Clerical, Stenographer-typewriter, Prison, Drawtender, etc. — *Concluded.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Worcester, fire, | 2 | – | – | 38 | – | – | 25 | – | – | 15 | – | – | – | 27.09 | – | – | 28.92 | – | – | 25 | – | 13 | – |
| Worcester, fire promotion, | – | – | 4 | 4 | – | – | 3 | – | – | 3 | – | – | – | 38.25 | – | – | 53.00 | – | – | 3 | – | 1 | – |
| Worcester, civil engineering, | 1 | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – | – | 36.00 | – | – | – | – | 1 | – |
| | 113 | – | 34 | 916 | 9 | 167 | 656 | 6 | 100 | 223 | 6 | 61 | 8 | 34.38 | 60.70 | 24.78 | 34.34 | 62.33 | 24.24 | 746 | 16 | 328 | 2 |
| | 147 | | | 1,092 | | | 762 | | | 290 | | | 8 | 39.95 | | | 40.30 | | | 762 | | 330 | |

## Police Service, Cities Other than Boston.

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| Beverly, | 1 | – | – | 1 | – | – | 1 | – | – | – | – | – | – | 30.00 | – | – | – | – | – | 1 | – | – | – |
| Brockton, | 1 | – | – | 8 | – | – | 6 | – | – | 5 | – | – | – | 33.17 | – | – | 29.00 | – | – | 6 | – | 2 | – |
| Brookline, | 1 | – | – | 10 | – | – | 8 | – | – | 6 | – | – | – | 29.13 | – | – | 27.00 | – | – | 8 | – | 2 | – |
| Cambridge, | 1 | – | – | 40 | – | – | 22 | – | – | 9 | – | – | – | 27.24 | – | – | 28.61 | – | – | 22 | – | 18 | – |

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| Cambridge, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 2 | – | – | – | 49.00 | – | – | – | – | – | 1 | – | – | – |
| Chelsea, | 1 | – | – | 10 | – | – | 5 | – | – | 6 | – | – | – | 26.60 | – | – | 32.00 | – | – | 5 | – | 5 | – |
| Everett, | 1 | – | – | 11 | – | – | 9 | – | – | 9 | – | – | – | 28.33 | – | – | 31.00 | – | – | 9 | – | 2 | – |
| Fall River, | 1 | – | – | 46 | – | – | 31 | – | – | 9 | – | – | – | 28.84 | – | – | 29.93 | – | – | 31 | – | 15 | – |
| Fall River, promotion, | – | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – |
| Fitchburg, | 1 | – | – | 8 | – | – | 5 | – | – | 8 | – | – | – | 29.80 | – | – | 28.00 | – | – | 5 | – | 3 | – |
| Fitchburg, promotion, | – | – | 2 | 2 | – | – | 2 | – | – | 2 | – | – | – | 51.00 | – | – | – | – | – | 2 | – | – | – |
| Gloucester, | 1 | – | – | 3 | – | – | 3 | – | – | – | – | – | – | 30.00 | – | – | – | – | – | 3 | – | – | – |
| Haverhill, | 1 | – | – | 16 | – | – | 12 | – | – | 2 | – | – | – | 30.67 | – | – | 28.25 | – | – | 12 | – | 4 | – |
| Holyoke, | 1 | – | – | 20 | – | – | 14 | – | – | 4 | – | – | – | 29.50 | – | – | 30.33 | – | – | 14 | – | 6 | – |
| Lawrence, | 1 | – | – | 17 | – | – | 14 | – | – | – | – | – | – | 31.93 | – | – | 28.33 | – | – | 14 | – | 3 | – |
| Lawrence, promotion, | – | – | 3 | 3 | – | – | 3 | – | – | 3 | – | – | – | 40.33 | – | – | – | – | – | 3 | – | – | – |
| Lowell, | 1 | – | – | 33 | – | – | 22 | – | – | 11 | – | – | – | 31.27 | – | – | 27.73 | – | – | 22 | – | 11 | – |
| Lynn, | 1 | – | – | 8 | – | – | 8 | – | – | 6 | – | – | – | 29.00 | – | – | – | – | – | 8 | – | – | – |
| Lynn, promotion, | – | – | 2 | 2 | – | – | 2 | – | – | 2 | – | – | – | 40.00 | – | – | – | – | – | 2 | – | – | – |
| Malden, | 1 | – | – | 17 | – | – | 12 | – | – | 9 | – | – | – | 28.67 | – | – | 30.80 | – | – | 12 | – | 5 | – |
| Malden, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 3 | – | – | – | 38.00 | – | – | – | – | – | 1 | – | – | – |
| Marlborough, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 26.00 | – | – | – | – | – | 1 | – | – | – |
| Medford, | 1 | – | – | 2 | – | – | – | – | – | 2 | – | – | – | – | – | – | 29.50 | – | – | – | – | 2 | – |
| Melrose, | 1 | – | – | 10 | – | – | 9 | – | – | – | – | – | – | 29.33 | – | – | 27.00 | – | – | 9 | – | 1 | – |
| Milton, | – | – | – | – | – | – | – | – | – | 2 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| New Bedford, | 1 | – | – | 15 | – | – | 8 | – | – | 17 | – | – | 1 | 28.89 | – | – | 31.00 | – | – | 8 | – | 7 | – |

## Police Service, Cities Other than Boston — *Concluded.*

| | Number of Examinations. | | | Number examined. | | | Number passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those passed. | | | Average Age of Those failed. | | | Education of Those passed. | | Education of Those failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| New Bedford, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 41.00 | – | – | – | – | – | 1 | – | – | – |
| Newburyport, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 50.00 | – | – | – | – | – | 1 | – | – | – |
| Newton, | 2 | – | – | 18 | – | – | 15 | – | – | 12 | – | – | – | 27.67 | – | – | 24.67 | – | – | 15 | – | 3 | – |
| Newton, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 2 | – | – | – | 51.00 | – | – | – | – | – | 1 | – | – | – |
| Northampton, | 2 | – | – | 11 | – | – | 8 | – | – | 4 | – | – | – | 31.25 | – | – | 31.67 | – | – | 8 | – | 3 | – |
| Norwood, | 1 | – | – | 2 | – | – | 2 | – | – | – | – | – | – | 28.50 | – | – | – | – | – | 2 | – | – | – |
| Pittsfield, | 1 | – | – | 4 | – | – | 1 | – | – | 2 | – | – | – | 39.00 | – | – | 27.67 | – | – | 1 | – | 3 | – |
| Quincy, | 1 | – | – | 14 | – | – | 14 | – | – | 7 | – | – | – | 31.57 | – | – | – | – | – | 14 | – | – | – |
| Revere, | 1 | – | – | 13 | – | – | 11 | – | – | 6 | – | – | – | 28.36 | – | – | 32.50 | – | – | 11 | – | 2 | – |
| Salem, | 1 | – | – | 9 | – | – | 7 | – | – | 4 | – | – | – | 25.86 | – | – | 25.50 | – | – | 7 | – | 2 | – |
| Somerville, | 1 | – | – | 20 | – | – | 15 | – | – | 10 | – | – | – | 29.20 | – | – | 27.40 | – | – | 15 | – | 5 | – |

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| Springfield, | 1 | – | – | 20 | – | – | 14 | – | – | 7 | – | – | – | 28.57 | – | – | 32.17 | – | – | 14 | – | 6 | – |
| Springfield, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 58.00 | – | – | – | – | – | 1 | – | – | – |
| Taunton, | 1 | – | – | 15 | – | – | 14 | – | – | 9 | – | – | 1 | 31.14 | – | – | 26.00 | – | – | 14 | – | 1 | – |
| Taunton, promotion, | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 37.00 | – | – | – | – | – | 1 | – | – | – |
| West Springfield, | 1 | – | – | 2 | – | – | 2 | – | – | 1 | – | – | – | 34.00 | – | – | – | – | – | 2 | – | – | – |
| Woburn, | 1 | – | – | 4 | – | – | 4 | – | – | 1 | – | – | – | 28.25 | – | – | – | – | – | 4 | – | – | – |
| Worcester, | 1 | – | – | 20 | – | – | 13 | – | – | 15 | – | – | – | 29.23 | – | – | 26.14 | – | – | 13 | – | 7 | – |
| Worcester, promotion, | – | – | 3 | 3 | – | – | 3 | – | – | 3 | – | – | – | 51.00 | – | – | – | – | – | 3 | – | – | – |
| | 33 | – | 18 | 445 | – | – | 327 | – | – | 205 | – | – | 3 | 32.44 | – | – | 28.84 | – | – | 327 | – | 118 | – |
| | 51 | | | 445 | | | 327 | | | 205 | | | 3 | 32.44 | | | 28.84 | | | 327 | | 118 | |

## Summary.

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| State clerical service, | 2 | – | 1 | 223 | 4 | 372 | 77 | 2 | 241 | 3 | 1 | 88 | 1 | 26.11 | 62.50 | 26.57 | 21.98 | 67.50 | 23.99 | 297 | 23 | 271 | 8 |
| State clerical promotion, | – | – | 2 | 1 | – | 1 | 1 | – | 1 | 1 | – | 1 | – | 23.00 | – | 33.00 | – | – | – | 2 | – | – | – |
| Boston clerical service, | 2 | – | 1 | 126 | – | 63 | 44 | – | 34 | 13 | – | 4 | 1 | 28.03 | – | 24.43 | 27.24 | – | 24.70 | 70 | 8 | 108 | 3 |
| Boston clerical promotion, | – | – | 5 | 2 | – | 3 | 1 | – | 3 | 3 | – | 3 | – | 27.00 | – | 28.00 | 26.00 | – | – | 4 | – | 1 | – |
| Other cities, clerical service, | 26 | – | – | 97 | – | 167 | 62 | – | 100 | 12 | – | 59 | 1 | 26.15 | – | 24.29 | 26.46 | – | 24.20 | 148 | 14 | 101 | 1 |
| Other cities, clerical promotion, | – | – | 2 | 2 | – | – | 2 | – | – | 2 | – | – | – | 40.00 | – | – | – | – | – | 2 | – | – | – |
| State visitor service, | 1 | – | 2 | 28 | 1 | 61 | 11 | – | 26 | 2 | – | – | 1 | 30.89 | – | 35.23 | 42.06 | 59.00 | 33.00 | 25 | 12 | 49 | 4 |
| Boston visitor service, | 1 | – | – | 7 | – | 14 | 1 | – | 5 | – | – | – | – | 38.00 | – | 42.40 | 42.83 | – | 36.11 | 6 | – | 15 | – |
| State stenographer-typewriter service. | 2 | – | – | 14 | – | 113 | 12 | – | 63 | 3 | – | 21 | – | 28.67 | – | 24.16 | 19.50 | – | 22.70 | 71 | 4 | 50 | 2 |
| Boston stenographer-typewriter service. | 2 | – | – | 7 | – | 29 | 2 | – | 17 | 2 | – | 7 | – | 32.00 | – | 22.41 | 24.80 | – | 19.50 | 19 | – | 16 | 1 |
| Boston stenographer-typewriter promotion. | – | – | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – |
| Other cities, stenographer-typewriter service. | – | – | – | – | – | – | – | – | – | – | – | 2 | – | – | – | – | – | – | – | – | – | – | – |
| State prison service, | 1 | – | 1 | 32 | – | – | 32 | – | – | 2 | – | – | – | 31.74 | – | – | – | – | – | 30 | 2 | – | – |

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| Boston prison service, | 1 | – | 1 | 13 | – | – | 10 | – | – | 3 | – | – | – | 35.33 | – | – | 38.00 | – | – | 10 | – | 3 | – |
| Metropolitan park police service, | 1 | – | – | 68 | – | – | 46 | – | – | 12 | – | – | – | 30.59 | – | – | 32.23 | – | – | 46 | – | 22 | – |
| Metropolitan park police promotion. | – | – | 4 | 4 | – | – | 4 | – | – | 4 | – | – | – | 36.25 | – | – | – | – | – | 4 | – | – | – |
| District police service, | 1 | 1 | – | 122 | 4 | – | 80 | 1 | – | 8 | – | – | 1 | 35.16 | 65.00 | – | 37.71 | – | – | 78 | 3 | 45 | – |
| Boston fire service, | 2 | – | 4 | 273 | – | – | 176 | – | – | 82 | – | – | – | 24.94 | – | – | 25.66 | – | – | 176 | – | 97 | – |
| Boston fire promotion, | – | – | 10 | 10 | – | – | 10 | – | – | 25 | – | – | – | 38.90 | – | – | – | – | – | 10 | – | – | – |
| Other cities, fire service, | 32 | – | – | 506 | – | – | 378 | – | – | 125 | – | – | – | 28.55 | – | – | 29.98 | – | – | 378 | – | 128 | – |
| Other cities, fire promotion, | – | – | 19 | 19 | – | – | 18 | – | – | 15 | – | – | 1 | 38.58 | – | – | 53.00 | – | – | 18 | – | 1 | – |
| Boston police service, | 2 | – | – | 199 | – | – | 110 | – | – | 30 | – | – | 1 | 28.38 | – | – | 28.73 | – | – | 110 | – | 87 | 2 |
| Boston police promotion, | – | – | 2 | 2 | – | – | 2 | – | – | 4 | – | – | – | 50.00 | – | – | – | – | – | 2 | – | – | – |
| Other cities, police service, | 33 | – | – | 427 | – | – | 309 | – | – | 183 | – | – | 2 | 29.83 | – | – | 28.84 | – | – | 309 | – | 118 | – |
| Other cities, police promotion, | – | – | 18 | 18 | – | – | 18 | – | – | 22 | – | – | 1 | 44.36 | – | – | – | – | – | 18 | – | – | – |
| Boston drawtender service, | 1 | – | – | 62 | 1 | – | 47 | 1 | – | 1 | 1 | – | 1 | 32.17 | 62.00 | – | 32.87 | – | – | 48 | – | 15 | – |
| Other cities, drawtender service, | 1 | – | – | 7 | – | – | 7 | – | – | 5 | – | – | – | 33.71 | – | – | – | – | – | 7 | – | – | – |
| State foreman and inspection service. | 2 | – | – | 8 | – | – | 4 | – | – | 1 | – | – | – | 31.00 | – | – | 41.00 | – | – | 3 | 1 | 4 | – |
| Boston foreman and inspection service. | 2 | – | 1 | 178 | 3 | – | 136 | 1 | – | 44 | – | – | 4 | 34.19 | 62.00 | – | 37.34 | 59.50 | – | 127 | 10 | 42 | 2 |
| Boston foreman and inspection promotion. | – | – | – | – | – | – | – | – | – | 2 | – | – | 1 | – | – | – | – | – | – | – | – | – | – |
| Other cities, foreman and inspection service. | 19 | – | 2 | 58 | 1 | – | 52 | – | – | 18 | – | – | – | 38.29 | – | – | 34.83 | 64.00 | – | 52 | – | 7 | – |
| Boston sub-foreman service, | 2 | – | – | 41 | – | – | 32 | – | – | 3 | – | – | – | 35.25 | – | – | 30.78 | – | – | 31 | 1 | 9 | – |
| Other cities, sub-foreman service, | 3 | – | – | 5 | – | – | 2 | – | – | 7 | 1 | – | – | 46.90 | – | – | 49.00 | – | – | 2 | – | 3 | – |

## Summary — *Concluded.*

| | Number of Examinations. | | | Number Examined. | | | Number Passed. | | | Number of Examined Persons appointed from the Eligible Lists. | | | Number of Unexamined Veterans appointed. | Average Age of Those Passed. | | | Average Age of Those Failed. | | | Education of Those Passed. | | Education of Those Failed. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | General Competitive. | Special Competitive. | Non-competitive. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | | Male Civilians. | Veterans. | Females. | Male Civilians. | Veterans. | Females. | Common School. | College. | Common School. | College. |
| Other cities, sub-foreman promotion. | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Boston plumbing inspection service. | – | – | 2 | 2 | – | – | 1 | – | – | 1 | – | – | – | 40.00 | – | – | 32.00 | – | – | 1 | – | 1 | – |
| Other cities and towns, plumbing inspection service. | – | – | 8 | 8 | – | – | 8 | – | – | 8 | – | – | – | 36.57 | – | – | – | – | – | 8 | – | – | – |
| Boston gas-fitting inspection service. | – | – | – | – | – | – | – | – | – | 1 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Boston janitor service, | 1 | – | – | 40 | 1 | 3 | 33 | 1 | 1 | 13 | – | – | – | 38.26 | 62.00 | 39.00 | 35.29 | – | 46.00 | 34 | 1 | 9 | – |
| Other cities, janitor service, | 22 | – | – | 167 | 8 | – | 87 | 6 | – | 20 | 5 | – | 5 | 41.48 | 60.70 | – | 42.64 | 61.50 | – | 93 | – | 82 | – |
| Boston schoolhouse custodian service. | 1 | – | – | 8 | 1 | – | 7 | – | – | – | – | – | – | 30.29 | – | – | 42.00 | 59.00 | – | 5 | 2 | 2 | – |
| Boston superintendent service, | 1 | – | – | 15 | – | – | 15 | – | – | 10 | – | – | – | 40.80 | – | – | – | – | – | 15 | – | – | – |
| Other cities, superintendent service. | 3 | – | 2 | 33 | – | – | 31 | – | – | 5 | – | – | 1 | 40.57 | – | – | – | – | – | 29 | 2 | 2 | – |
| State civil engineering service, | 2 | – | – | 108 | – | – | 75 | – | – | 45 | – | – | – | 21.23 | – | – | 20.50 | – | – | 21 | 54 | 17 | 16 |
| State civil engineering promotion, | – | – | – | – | – | – | – | – | – | 9 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Boston civil engineering service, | 2 | – | – | 65 | – | – | 34 | – | – | 12 | – | – | – | 22.00 | – | – | 22.09 | – | – | 21 | 13 | 24 | 7 |

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| Boston civil engineering promotion. | – | – | – | – | – | – | – | – | – | 13 | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Other cities, civil engineering service. | 7 | – | – | 13 | – | – | 9 | – | – | 2 | – | – | – | 27.58 | – | – | 33.81 | – | – | 9 | – | 3 | 1 |
| Other cities, civil engineering promotion. | – | – | 1 | 1 | – | – | – | – | – | 3 | – | – | – | – | – | – | 27.00 | – | – | – | – | 1 | – |
| Boston architect service, . . | – | – | 1 | 1 | – | – | 1 | – | – | 1 | – | – | – | 31.00 | – | – | – | – | – | – | 1 | – | – |
| | 178 | 1 | 89 | 3,020 | 24 | 826 | 1,987 | 12 | 491 | 781 | 8 | 186 | 22 | 33.51 | 62.37 | 29.95 | 32.87 | 61.75 | 28.78 | 2,339 | 151 | 1,333 | 47 |
| | 268 | | | 3,870 | | | 2,490 | | | 975 | | | 22 | 41.94 | | | 41.13 | | | 2,490 | | 1,380 | |

Respectfully submitted,

WARREN P. DUDLEY,
*Secretary.*

HENRY SHERWIN,
*Chief Examiner.*

# LABOR SERVICE.

## Boston.

During the year ending Sept. 30, 1906, the whole number of applications received in the city of Boston was 3,176, of which 2,034 were those of persons restored from previous years. Seventy-five men registered with credit as veterans.

Two hundred and one requisitions, calling for 901 men, were received from the several departments, upon which 1,809 certifications were made, including 94 of veterans; from these certifications were employed 581 men, including 13 veterans. Seventy of these requisitions were subsequently cancelled, upon which had been certified 208 names, 71 being those of veterans, 74 being those of others who were not veterans.

Three hundred and ninety-one men have been discharged during the year from the several departments.

## Worcester.

The whole number of applications received in Worcester during the year was 1,007, of which 36 were those of veterans. Of this number, 498 were names of persons restored from previous years.

Forty-four requisitions, calling for 416 men, were received from the several departments, upon which 844 certifications were made, 34 being those of veterans. From these certifications there were employed 607 men, including 6 veterans.

Three hundred and fifteen men were discharged for various causes from the different departments.

## Cambridge.

In Cambridge the whole number of applications received was 1,615, including those of 947 persons restored from previous years. Twenty-seven men registered with credit as veterans.

Seventy-seven requisitions, calling for 825 men, were received from the several departments, in response to which

1,578 certifications were made, including 33 of veterans. The whole number of employments during the year was 967, including 22 veterans.

One thousand names have been dropped from the list of employees in the various departments.

### New Bedford.

The whole number of applications received in New Bedford was 336 (including those of two veterans), of which number 18 were those of persons restored from previous years.

Forty-five requisitions, calling for 129 men, were received from the different departments, to fill which 346 certifications were made, including 2 of veterans. One hundred and fifty-four persons, including 2 veterans, were employed from these certifications.

Two hundred and fifty-one men have been discharged during the year.

### Newton.

The whole number of applications received in Newton was 127, including those of 14 persons restored from previous years. One man was registered with credit as a veteran.

Three requisitions, calling for 138 men, were received from the departments, upon which 54 names, including that of 1 veteran, were certified. From these certifications 26 men were employed.

The names of 6 men were dropped from the rolls of the water department for declining the work.

### Everett.

In Everett 148 persons were registered, including 11 veterans. Of this number, 102 names were restored from previous years.

Eight requisitions were received from the board of public works, calling for 101 men, in response to which 164 certifications were made, including 9 of veterans. From these, 86 men, including 8 veterans, were selected for employment.

But 2 men have been discharged during the year.

Respectfully submitted,

WILLIAM L. HICKS,
*Registrar of Labor.*

# Commonwealth of Massachusetts.

[Revised Laws, Chapter 19.]

## OF THE CIVIL SERVICE.

### CIVIL SERVICE COMMISSION AND OFFICERS.

Civil service commission. 1884, 320, § 1. 138 Mass. 603. As amended by c. 159, Acts of 1906.

Section 1. The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate. Each commissioner shall be paid five dollars for each day's service and his travelling and other expenses incurred in the performance of his official duties.

Chief examiner, secretary, etc. 1884, 320, § 20. 1888, 41. 1889, 177, 351. 1895, 376. [1 Op. A. G. 382.]

Section 2. The commissioners may appoint a chief examiner, who, under their direction, shall superintend any examination held under the provisions of this chapter and perform such other duties as they may prescribe. He shall receive an annual salary of three thousand dollars, and travelling expenses incurred in the performance of his official duties. They may appoint a secretary who shall receive an annual salary of two thousand dollars. They may appoint a registrar of labor, who shall, under their direction, supervise the administration of civil service rules applicable to the public labor service of the commonwealth or of any city thereof. He shall receive an annual salary of two thousand dollars, and his travelling expenses. They may incur other expenses not exceeding the annual appropriation therefor.

Witnesses and testimony. 1891, 140.

Section 3. The commissioners or any of them, in an investigation by them, may summon witnesses, administer oaths and

take testimony. The fees of such witnesses shall be the same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners.

See also R. L. 175, § 10.

SECTION 4. They may designate persons in the official service of the commonwealth or of any city or of any town wherein this chapter is in force, who shall, with the consent of the head of department or office in which any such person serves, act as examiners of applicants for public employment. But no person shall serve as such examiner when any relative or connection by marriage, within the degree of first cousin, shall be an applicant.

Examiners. 1884, 320, § 20.

SECTION 5. They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules, and the examination papers of such applicants, shall be preserved for at least six years, after which time any or all application and examination papers of applicants, with accompanying recommendations may, at the discretion of said commissioners, be destroyed. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter.

Records and annual report. 1884, 320, §§ 2, 23. As amended by c. 308, Acts of 1902.

RULES.

SECTION 6. The commissioners shall from time to time prepare rules regulating the selection of persons to fill appointive positions in the government of the commonwealth and of the several cities thereof and the selection of persons to be employed as laborers or otherwise in the service of the commonwealth and said several cities, and altering, rescinding, amending or adding to the rules now established. Such rules may be of general or limited application and shall take effect only when approved by the governor and council.

Rules. 1884, 320, § 2. 138 Mass. 601. 143 Mass. 589. 145 Mass. 587, 589.

SECTION 7. The rules heretofore prepared by the commissioners and now in force shall continue in force, and such rules, and those hereafter prepared by them and approved by the governor and council shall be administered by the commissioners.

Application of rules. 1884, 320, § 14. 1895, 501, § 1. 1896, 517, § 8. 138 Mass. 603. 145 Mass. 590. 178 Mass. 186.

They shall not be inconsistent with law, may be of general or limited application and shall include provisions for: —

The classification of the positions and employments to be filled.

Open competitive and other examinations to test the practical fitness of applicants.

The filling of vacancies in and the selection of persons for public positions and employments in accordance with the results of such examinations, or in the order of application, or otherwise.

Promotions, if practicable, on the basis of ascertained merit in the examination and seniority of service.

A period of probation before an appointment or employment is made permanent.

Preference to veterans in appointment and promotion.

Printing and distribution of rules. 1884, 320, § 19. 1888, 253.

SECTION 8. Changes in the rules shall forthwith, when approved, be printed for distribution, and a certified copy thereof sent to the mayor of each city and the selectmen of each town to which such changes relate, and shall be published in one or more newspapers. In such publication the date when such changes shall take effect shall be specified, which date shall be not less than sixty days subsequent to the date of such publication.

Officers not affected. 1884, 320, § 15. 1893, 95. 1896, 502. [1 Op. A. G. 72, 194.] 178 Mass. 186.

SECTION 9. Judicial officers and officers elected by the people or by a city council, or whose appointment is subject to confirmation by the executive council or city council of any city, officers elected by either branch of the general court and the appointees of such officers, heads of principal departments of the commonwealth or of a city, the employees of the treasurer and receiver general, of the board of commissioners of savings banks, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor, or of the mayor of any city, police and fire commissioners and chief marshals or chiefs of police and fire departments, shall not be affected as to their selection or appointment by any rules made as aforesaid; but, with the above exception, such rules shall apply to members of police and fire departments.

SPECIAL PROVISIONS APPLICABLE TO BOSTON.

SECTION 10. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston, and truant officers appointed by the school committee of said city, shall be classified and appointed pursuant to this chapter and the rules thereunder.

Classification of janitors, etc., in charge of steam boilers in school houses in Boston. 1889, 352. 1893, 253.

SECTION 11. Persons five feet five inches in height or over, if otherwise qualified, shall be eligible to appointment in the fire department of the city of Boston. Call members in said department who have served three or more successive years shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men without further examination, and may at the discretion of the fire commissioner be appointed at the same salary as permanent men who have served three or more years in said service.

Qualifications of firemen in Boston. Placing on list for permanent appointment. 1896, 256, 424.

APPLICATIONS.

SECTION 12. Every application shall state under oath the full name, residence and post office address, citizenship, age, place of birth, health and physical capacity, right of preference as a veteran, previous employment in the public service, business or employment and residence for the previous five years, and education of the applicant, and such other information as may reasonably be required relative to his fitness for the public service.

Statements of applicants for examination. 1884, 320, § 17. 1889, 183. 145 Mass. 587, 589.

Applicants for positions in the labor service of the commonwealth or of the cities thereof shall, to the number of five hundred, be allowed to register on the first Monday of February, May, August and November in each year, at the places appointed therefor.

Application for registry in labor service. 1897, 328.

EXAMINATIONS AND LISTS.

SECTION 13. No question in any examination shall relate to, and no appointment to a position or selection for employment shall be affected by, political or religious opinions or affiliations. Examinations shall be practical and shall relate to matters which will fairly test the capacity and fitness of the applicants. The examination of applicants for employment as

Scope of examination. 1884, 320, § 16.

laborers shall relate to their capacity for labor and habits of sobriety and industry and to the necessities of themselves and their families.

Obstruction of right of examination forbidden. 1884, 320, § 80.

SECTION 14. No person in the public service shall wilfully and corruptly defeat, deceive or obstruct any person as to his right of examination; or wilfully or corruptly make a false mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representation concerning the same or concerning the person examined; or wilfully or corruptly furnish to a person special or secret information, for the purpose of improving or injuring the prospects or chances of appointment, employment or promotion of any person so examined or to be examined.

Lists of names of successful applicants. 1895, 501, § 4. 1896, 517, § 4.

SECTION 15. The commissioners, within five days after the results of an examination have been ascertained, shall prepare a list of the applicants who have passed the examination, with the standing of each; and, within five days after certification of persons for appointment or employment, prepare a list of the persons so certified which shall be open to public inspection.

APPOINTMENTS.

Vendor or user of liquor ineligible. 1884, 320, § 3.

SECTION 16. No person habitually using intoxicating liquors to excess and no vendor of intoxicating liquors shall be appointed to or retained in any office, appointment or employment to which the provisions of this chapter apply.

Convicts ineligible for one year. 1884, 320, § 4. 1888, 334. [1 Op. A. G. 243.]

SECTION 17. No person shall be appointed to or employed in any office to which the provisions of this chapter apply within one year after his conviction of any crime against the laws of this commonwealth.

Recommendations of public officers restricted. 1884, 320, § 5.

SECTION 18. No recommendation of an applicant for a position or employment under the provisions of this chapter given by any member of the general court, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making the appointment under this chapter.

Name, etc., of appointees to be reported to commissioners. 1884, 320, § 22.

SECTION 19. The name and residence of every person, except laborers, appointed to, promoted or employed in a position coming within the rules governing the civil service, the designa-

tion of such position and the rejection or discharge of every such person, shall forthwith be reported to the commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

VETERANS' PREFERENCE.

SECTION 20. The word "veteran" in this chapter shall mean a person who has served in the army or navy of the United States in the war of the rebellion and was honorably discharged therefrom, or a citizen of this commonwealth who distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States and has received a medal of honor from the president of the United States.

Definition of "veteran." 1896, 517, §§ 1, 6.

SECTION 21. A veteran may apply for examination under the rules, and if he passes the examination, shall be preferred in appointment and employment to all persons not veterans. The commissioners shall cause the names of the veterans who pass the examination to be placed upon the eligible list in the order of their respective standing, above the names of all other applicants, and to be certified to the appointing officers for appointment and employment in preference to other applicants, and the appointment or employment shall be made from the list so certified, but this section shall not apply to the detective department of the district police. Nothing herein shall prevent the certification and employment of women.

Application of veterans for examination. 1887, 437. 1889, 473. 1895, 501, §§ 1-3, 6. 1896, 517, § 2. 145 Mass. 587. 166 Mass. 14, 589. [1 Op. A. G. 243, 340.] As amended by c. 413, Acts of 1902.

SECTION 22. A veteran may apply for appointment to or for employment in the classified public service without examination. In such application, he shall state under oath the facts required by the rules. Age, loss of limb or other disability which does not in fact incapacitate shall not disqualify him for appointment or employment under the provisions of this section. Appointing officers may make requisition for the names of any or all such veterans and appoint or employ any of them.

Application for employment. 1896, 517, § 3. 166 Mass. 589.

SECTION 23. No veteran who holds an office or employment in the public service of the commonwealth, or of any city or town therein, shall be removed or suspended, or shall, without his consent, be transferred from such office or employment, nor shall his office be abolished, nor shall he be lowered in rank or compensation, except after a full hearing of which he shall have at least seventy-two hours' written notice, with a statement of the reasons for the contemplated removal,

Removal of veteran only after hearing. 1894, 519. 1896, 517, § 5. 1901, 339. 175 Mass. 489. 179 Mass. 409. As amended by c. 150, Acts of 1905.

suspension, transfer, lowering in rank or compensation, or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, or before the mayor of the city or selectmen of the town of which he is an employee, and the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer, lowering in rank or compensation, or such abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by said board, mayor or selectmen, after a hearing as aforesaid.

Rules for veterans. 1896, 517, § 6. 166 Mass. 589. 170 Mass. 58.

SECTION 24. The rules shall provide for the employment of veterans in the labor service of the commonwealth and of the cities and towns thereof, in the class for which they make application, in preference to all other persons except women. If the appointing officer certifies in his requisition for laborers that the work to be performed requires young and vigorous men, and, upon investigation, the commissioners are satisfied that such certificate is true, they may fix a limit of age and certify only those whose age falls within such limit. In cities and towns in which the provisions of this chapter and the rules governing the civil service have not been applied to the labor service, the selectmen and the city councils shall take any necessary action to secure the employment of veterans in the labor service of their respective cities and towns in preference to all other persons except women.

Reinstatement of certain persons. 1898, 454.

SECTION 25. Any person in the classified public service of the commonwealth or of any city or town thereof who resigns such office or leaves such service for the purpose of enlisting and serving in the army or navy of the United States or in the militia of this commonwealth in time of war and so enlists and serves, may at any time within one year after his honorable discharge from such military or naval service be appointed to or employed in his former or a similar position or employment, without application or examination.

CORRUPT PRACTICES.

Public officers not to solicit contributions for political purposes. 1884, 320, § 6.

SECTION 26. No councillor, member of the general court, alderman or councilman, or any officer or employee of any of said bodies, and no executive or judicial officer of the common-

wealth, no clerk or employee of any department or branch of the government of the commonwealth and no executive officer, clerk or employee of any department of a city shall personally solicit or receive, directly or indirectly, or be concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not forbid such persons to be members of political organizations or committees.

Solicitations forbidden in official buildings. 1884, 320, § 7.

SECTION 27. No person shall solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever in a room or building occupied for the performance of official duties by an officer or employee of the commonwealth or of any city herein.

Public officers, etc., not to be affected by refusal to contribute. 1884, 320, § 8. 142 Mass. 90, 95.

SECTION 28. No officer or employee of the commonwealth or of any city or town wherein this chapter is in force, shall discharge, promote, or degrade an officer or employee, or change his official rank or compensation, or promise or threaten so to do, for giving, withholding or neglecting to make a contribution of money or other valuable thing for a political purpose.

Gifts for political object forbidden. 1884, 320, § 9.

SECTION 29. No officer, clerk or other person in the service of the commonwealth or of any city or town wherein this chapter is in force shall, directly or indirectly, give or deliver to an officer, clerk or person in said service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to, the promotion of any political object whatever.

Coercion of political action forbidden. 1884, 320, § 10.

SECTION 30. No person in the service of the commonwealth or of any city or town wherein this chapter is in force shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

Public officers, etc., not required to contribute to political fund. 1884, 320, § 11. 142 Mass. 90, 95.

SECTION 31. No person in the public service shall, for that reason, be under obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

Corrupt methods of procuring nominations, etc., prohibited. 1884, 320, § 12.

SECTION 32. No person holding a public office or in nomination for, or seeking a nomination for, or appointment to, an office, shall corruptly use or promise to use, directly or indirectly, any official authority or influence to confer upon any person, or to aid a person to obtain, an office or public employment, or a nomination, confirmation, promotion or increase of

salary, upon the consideration or condition that the vote, political influence or action of any person shall be given or used in behalf of a candidate, officer or party, or upon any other corrupt condition or consideration.

Refreshments at public expense regulated. 1884, 320, § 13.

SECTION 33. No city shall pay a bill incurred by any official thereof for wines, liquors or cigars; nor shall a city pay a bill for refreshments furnished to an official of said city if the amount for any one day exceeds one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

GENERAL PROVISIONS.

Enforcement of rules. 1901, 512.

SECTION 34. If, in the opinion of the civil service commissioners, a person is appointed or employed in the public service classified under civil service rules in violation of any such rules, the commissioners shall, after written notice mailed to the appointing or employing officer or officers and to such person, notify in writing the treasurer, auditor or other disbursing officer of the commonwealth, city or town in whose service such person is so employed, and the payment of any compensation to such person shall be illegal and shall cease at the expiration of one week after the mailing of the latter notice, until the legality of such appointment or employment is duly established. The attorney general may, within thirty days after said notice to such treasurer, auditor or other disbursing officer, file in the superior court, sitting in equity for the county in which such appointee or employee was appointed or employed, an information in the nature of a quo warranto against such appointee or employee, and the superior court or any justice thereof shall have jurisdiction to hear and determine the same. At any time after the beginning of such proceedings the court may, if it is of opinion that there is reasonable doubt whether the employment of such person is in violation of such rules, order that the compensation accruing to the person notified shall be paid to him until otherwise ordered by said court. If the attorney general shall fail within said thirty days to file such information, the said notice shall be regarded as null and void.

Penalties. 1884, 320, § 24. 1895, 501, § 5.

SECTION 35. Whoever makes an appointment to office or selects a person for employment contrary to, or wilfully refuses

or otherwise neglects to comply with, the provisions of this chapter or of any rule hereunder shall, unless some other penalty is specifically provided, be punished by a fine of not less than one hundred nor more than one thousand dollars for each offence. 1896, 517, § 7. 143 Mass. 589.

SECTION 36. This chapter shall be in force in any town of more than twelve thousand inhabitants when accepted by it. So much of this chapter and the rules established under it as relate to the employment of laborers, designated as the "Labor Service," shall not be in force in any city of less than one hundred thousand inhabitants until the city council, with the approval of the mayor, accepts the same. Application of chapter. 1894, 267. 1895, 449.

SECTION 37. In a town which by a vote of a majority of the voters voting thereon at an annual or special town meeting accepts the provisions of this section or has accepted the corresponding provisions of earlier laws, the provisions of this chapter and the rules made under the authority thereof which relate to the police and fire forces of cities except Boston shall apply to all members of the regular or permanent police and fire forces, or to the call fire force, or to either of said forces, of a town. Such vote may limit the application of the provisions of this chapter and of the rules made thereunder either to the police force or to the fire force of such town, or it may extend such application to both of said forces. Upon such vote of acceptance, each member of the force or forces included therein and within the classified civil service shall continue to hold his office until his death, resignation or removal. He shall not be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, and such member shall have the right to be present at such hearing and to be represented by counsel. Application to fire and police forces in towns. 1901, 78.

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[REVISED LAWS, CHAPTER 24.]

SECTION 24. A city may appropriate money for the enforcement therein of the laws relating to its civil service. Appropriations for enforcement of civil service law. 1887, 345.

[Acts of 1893, Chapter 253.]

An Act placing truant officers in the city of Boston under civil service rules.

*Be it enacted, etc., as follows:*

Appointment and classification of truant officers in Boston.

Section 1. All truant officers hereafter appointed by the school committee of the city of Boston, as provided in section eleven of chapter forty-eight of the Public Statutes, shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and the rules of the civil service commissioners made and established thereunder.

Section 2. This act shall take effect upon its passage. [*Approved April 24, 1893.*

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[Revised Laws, Chapter 225.]

Transfer of watchmen. 1894, 349. As amended by c. 214, Acts of 1904.

Section 10. An officer in a jail or house of correction may be transferred to the state prison, the Massachusetts reformatory, or the temporary industrial camp for prisoners as a watchman; and if the place in which he is employed is not in the classified list prepared by the civil service commissioners, they shall give him a non-competitive examination as to his fitness, upon receipt from the warden of the state prison, the superintendent of the Massachusetts reformatory or the superintendent of the temporary industrial camp for prisoners of a statement that the appointment of such officer is desired and that he possesses particular qualifications for the work which will be required of him.

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[Revised Laws, Chapter 108.]

Reserve police force. 1896, 314, §§ 1, 4.

Section 26. Any city, except Boston, in which the city council, with the approval of the mayor, accepts the provisions of this and the two following sections or has accepted the corresponding provisions of earlier laws, may establish a reserve police force; and appointments thereto shall be made in the same manner as appointments to the regular police force of said city, subject to such rules as the civil service commissioners may prescribe.

SECTION 27. The number of members of such reserve force shall not exceed five in cities in which the number of members of the regular force does not exceed fifteen. If the number of members of the regular force exceeds fifteen, one member may be added to the reserve force for every three of the regular force above fifteen and not above thirty; one for every five of the regular force above thirty and not above eighty; and one for every ten of the regular force above eighty. Number of members. 1896, 314, § 2.

SECTION 28. The mayor, chief of police or city marshal of a city in which such reserve force is established may assign the members thereof to duty in said city whenever and for such length of time as said mayor, chief of police or marshal may deem necessary; and when on duty the members of said reserve force shall have all the powers and duties of members of the regular police force of said city. The compensation of the members of said reserve force shall be fixed by the city council. Powers, duties, compensation. 1896, 314, § 3.

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[ACTS OF 1897, CHAPTER 209.]

AN ACT RELATIVE TO APPOINTMENT IN THE SOMERVILLE FIRE DEPARTMENT.

*Be it enacted, etc., as follows:*

SECTION 1. All members of the Somerville fire department, known as call members, who were appointed before the enactment of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and who have continued three or more years in said service, shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination. Somerville fire department.

SECTION 2. The mayor may at his discretion appoint such men on the permanent force at the same salary as a permanent man who has continued three or more years in said service.

SECTION 3. This act shall take effect upon its acceptance by the city government of the city of Somerville. [*Approved March 29, 1897. Accepted by city July 3, 1902.*

[Acts of 1898, Chapter 173.]

An Act relative to appointments in the fire department of the city of Lowell.

*Be it enacted, etc., as follows:*

Chief engineer may appoint certain persons as members of the permanent force, etc.

Section 1. The chief engineer of the fire department of the city of Lowell may, on the recommendation of the board of engineers, appoint as members of the permanent force, or as call-men, without civil service examination, any person who has served as call or substitute call-man in said service for three or more successive years prior to the passage of this act.

May discharge subordinate officers, etc.

Section 2. Said chief engineer shall have the power to discharge all subordinate officers and employees in the fire department of said city, except the members of said board, and, with the approval of said board, to appoint and employ all such officers and employees.

Repeal.

Section 3. All acts and parts of acts inconsistent herewith are hereby repealed.

Section 4. This act shall take effect upon its passage. [*Approved March 15, 1898.*

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[Revised Laws, Chapter 223.]

Age of applicants for prison service. 1899, 245, §§ 1, 4.

Section 3. The officers of the state prison shall be a warden, deputy-warden, chaplain, physician and surgeon, clerk, engineer, assistant engineer, electrician, steward who shall be employed in the kitchen department of the prison, four turnkeys, as many watchmen, not exceeding forty-nine, and as many assistant watchmen, not exceeding five, as the warden, subject to the approval of the prison commissioners, may find necessary. In certifying the names of persons eligible to appointment as assistant watchmen, the civil service commissioners shall certify the names of persons who are over the age of twenty-five and under the age of forty years.

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[Revised Laws, Chapter 192.]

Informations. 1899, 376. 163 Mass. 446.

Section 12. The supreme judicial court shall have jurisdiction of informations in the nature of quo warranto filed by the attorney general against a person holding or claiming the right to hold an office or employment, the salary or compensation of which is payable by the commonwealth, a county, city or town.

[Acts of 1900, Chapter 69.]

An Act to extend the provisions of the civil service act to the police and fire forces of the town of Milton.

*Be it enacted, etc., as follows:*

Section 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the Commonwealth and the cities thereof," and all acts in amendment thereof and in addition thereto, and the civil service rules thereunder which relate to the police and fire forces of cities of the Commonwealth other than the city of Boston, are hereby extended and made applicable to all members of the regular or permanent police force and to all members of the fire force of the town of Milton. Milton police and fire service.

Section 2. All members of said regular police and fire forces shall continue to hold their several offices until resignation or removal.

Section 3. No member of either of said forces shall be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, at which hearing the member in question shall have the right to be present and to be represented by counsel. As amended by c. 288, Acts of 1904.

Section 4. This act shall take effect upon its passage. [*Approved February 13, 1900.*

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[Acts of 1900, Chapter 95.]

An Act to provide for the appointment of a reserve police force in the city of Fall River.

*Be it enacted, etc., as follows:*

Section 1. The board of police for the city of Fall River may from time to time, as authorized by said city and under such rules as the civil service commissioners of the Commonwealth prescribe, appoint suitable persons to constitute a reserve police force for said city, who shall be subject to such rules and regulations as the board of police may prescribe, and who may be removed by said board for any reason satisfactory to it. Said board of police may assign the members of said reserve police force to duty in said city whenever and for such time as it shall deem necessary, and when on duty they shall have and Fall River police service.

exercise all the powers and duties held and exercised by the police of said city.

SECTION 2. All appointments upon the regular police force of said city shall be made from the reserve police force, under such rules as the civil service commissioners of the Commonwealth may prescribe; and service on the reserve police force for not less than six months shall be deemed to be equivalent to the probationary period now required by the rules of said commissioners.

SECTION 3. The members of the reserve police force shall when on duty be paid by the city of Fall River such compensation, not exceeding two dollars and fifty cents a day, as the board of police may prescribe.

SECTION 4. This act shall take effect upon its passage. [*Approved February 20, 1900.*

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[ACTS OF 1900, CHAPTER 133.]

AN ACT TO EXTEND THE PROVISIONS OF THE CIVIL SERVICE LAW TO THE POLICE AND FIRE FORCES OF THE TOWN OF NATICK.

*Be it enacted, etc., as follows:*

Natick police and fire service.

SECTION 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the Commonwealth and the cities thereof," and of all acts in amendment thereof, and the civil service rules thereunder which relate to the police and fire forces of cities of the Commonwealth other than the city of Boston, are hereby extended and made applicable to the members of the regular police force and all members of the fire force of the town of Natick.

SECTION 2. All members of said regular police and fire forces shall continue to hold their respective offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown, after a full hearing before the selectmen of said town, at which hearing the member in question shall have the right to be present and to be represented by counsel.

SECTION 4. This act shall take effect upon its acceptance by a majority of the legal voters of said town present and voting thereon at an annual town meeting or at any town meeting duly

called for the purpose. If the vote thereon is taken at an annual town meeting it shall be by official ballot in answer to the question, "Shall an act passed by the general court in the year nineteen hundred, to extend the civil service law to the police and fire forces of Natick, be accepted?" [*Approved March 8, 1900.*

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[Acts of 1903, Chapter 102.]

An Act to extend the provisions of the civil service act to the town of Milton.

*Be it enacted, etc., as follows:*

Section 1. The provisions of chapter nineteen of the Revised Laws entitled, "Of the Civil Service", and all acts in amendment thereof and in addition thereto, and the civil service rules established thereunder, are hereby extended and made applicable to the following named offices in the town of Milton, to wit: — R. L. 19, etc., extended to Milton.

Heads of principal departments not elected by the voters, chief superintendents of departments, clerks and confidential stenographers of the selectmen, and all offices in the public service classified in and included by said civil service rules in the division designated as the "official service." Officers affected.

Section 2. Every person holding an office in the town of Milton, enumerated in section one, shall continue to hold such office until resignation or removal. Terms of officers.

Section 3. This act shall take effect upon its acceptance by a majority vote of the voters of said town present and voting thereon at a town meeting duly called for the purpose within three years after its passage; but only one such meeting shall be called. [*Approved February 25, 1903.* As amended by c. 143, Acts of 1904.

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[Acts of 1904, Chapter 194.]

An Act relative to regulations concerning the height and weight of members of fire departments.

*Be it enacted, etc., as follows:*

Section 1. No regulations concerning the height or weight of persons who shall be eligible to become members of the fire department in any city or town shall be made or enforced except by the city council of such city, by the selectmen of Height and weight of members of fire departments.

such town, or by the board or officer having authority to make appointments in the fire department of such city or town.

SECTION 2. This act shall take effect upon its passage. [*Approved March 31, 1904.*

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[ACTS OF 1904, CHAPTER 198.]

AN ACT RELATIVE TO THE CIVIL SERVICE RULES AND REGULATIONS.

*Be it enacted, etc., as follows:*

Certification three separate times.

SECTION 1. No rules shall be made or enforced by the civil service commissioners which shall prevent the certification for the same office, on at least three separate occasions, of any person whose name is on any register. But in case the said commissioners shall find upon investigation that any person who has once or twice so been certified is morally unfit to hold the office or position in question, he shall not be entitled to be certified again.

SECTION 2. This act shall take effect upon its passage. [*Approved March 31, 1904.*

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[ACTS OF 1904, CHAPTER 314.]

AN ACT TO REGULATE REMOVALS AND SUSPENSIONS FROM OFFICE AND EMPLOYMENT IN THE CLASSIFIED CIVIL SERVICE.

*Be it enacted, etc., as follows:*

Removals, etc., in classified service.

SECTION 1. Every person holding office or employment in the public service of the Commonwealth or in any county, city or town thereof, classified under the civil service rules of the Commonwealth, shall hold such office or employment and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other except for just cause and for reasons specifically given in writing.

Notice to be given, etc. As amended by c. 243, Acts of 1905.

SECTION 2. The person sought to be removed, suspended, lowered or transferred shall be notified of the proposed action and shall be furnished with a copy of the reasons required to be given by section one, and shall, if he so requests in writing, be given a public hearing, and be allowed to answer the charges preferred against him either personally or by counsel. A copy of such reasons, notice and answer and of the order of

removal, suspension or transfer shall be made a matter of public record: *provided, however*, that nothing contained in this act shall be construed to prevent temporary suspension for a period not exceeding thirty days, made without compliance with the provisions of this act and pending further action under this act. [*Approved May 9, 1904.*

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[Acts of 1905, Chapter 150.]

An Act relative to the rank and compensation of veterans employed in the civil service.

*Be it enacted, etc., as follows:*

Section 1. Section twenty-three of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "abolished", in the fifth line, the words: — nor shall he be lowered in rank or compensation,—by inserting after the word "transfer", in the seventh line, the words: — lowering in rank or compensation, — and by inserting after the word "transfer", in the twelfth line, the words: — lowering in rank or compensation, — so as to read as follows: — *Section 23.* No veteran who holds an office or employment in the public service of the Commonwealth, or of any city or town therein, shall be removed or suspended, or shall, without his consent, be transferred from such office or employment, nor shall his office be abolished, nor shall he be lowered in rank or compensation, except after a full hearing of which he shall have at least seventy-two hours' written notice, with a statement of the reasons for the contemplated removal, suspension, transfer, lowering in rank or compensation, or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, or before the mayor of the city or selectmen of the town of which he is an employee, and the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer, lowering in rank or compensation, or such abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by said board, mayor or selectmen, after a hearing as aforesaid.

Veterans, removal and suspension.

Section 2. This act shall take effect upon its passage. [*Approved March 9, 1905.*

[Acts of 1906, Chapter 159.]

An Act to authorize the governor to designate the chairman of the civil service commission.

*Be it enacted, etc., as follows:*

R. L. 19, § 1, amended.

Section 1. Section one of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "party", in the sixth line, the words: — The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate, — so as to read as follows: —

Civil service chairman designated by governor.

*Section 1.* The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. The chairman of the commission shall at all times be such one of the three commissioners as the governor shall designate. Each commissioner shall be paid five dollars for each day's service and his travelling and other expenses incurred in the performance of his official duties.

Section 2. This act shall take effect upon its passage. [*Approved March 14, 1906.*

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[Acts of 1906, Chapter 210.]

An Act relative to removals and suspensions from office and employment of police officers in the classified civil service.

*Be it enacted, etc., as follows:*

Removals and suspensions of police officers.

Section 1. Every police officer now holding or hereafter appointed to an office classified under the civil service rules of the Commonwealth, in any city, and whether appointed for a definite or stated term, or otherwise, shall hold such office continuously during good behavior, and shall not be removed therefrom, lowered in rank or compensation, or suspended, or, without his consent, transferred from such office or employment to any other, except for just cause and for reasons specifically given in writing by the removing officer or board.

Section 2. The provisions of section two of chapter three hundred and fourteen of the acts of the year nineteen hundred

and four, and of acts in amendment thereof, shall apply to the police officers designated in section one hereof.

SECTION 3. This act shall take effect upon its passage. [*Approved March 30, 1906.*

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[ACTS OF 1906, CHAPTER 277.]

AN ACT RELATIVE TO THE POSTING OF NOTICES OF CIVIL SERVICE EXAMINATIONS.

*Be it enacted, etc., as follows:*

SECTION 1. The civil service commissioners shall from time to time prepare notices of civil service examinations and send them to the clerks of the several cities and towns in the Commonwealth, who shall cause the same to be posted in the city and town halls and in other conspicuous places in their respective municipalities. Of such notices there shall be posted conspicuously not less than five in every town, and not less than twenty-five in every city, including one in each ward.

Notices of civil service examinations to be posted.

SECTION 2. Any city or town clerk who shall refuse or wilfully neglect to comply with the provisions of this act, or any person who shall maliciously tear down, destroy, deface or injure any such notice prior to the date of the examination or examinations of which notice is given therein, shall be liable to a fine of not more than twenty-five dollars. [*Approved April 12, 1906.*

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[ACTS OF 1906, CHAPTER 306.]

AN ACT TO PROVIDE FOR PUBLICITY AS TO THE EMPLOYMENT OF CITY EMPLOYEES SUBJECT TO THE CIVIL SERVICE LAWS AND REGULATIONS.

*Be it enacted, etc., as follows:*

SECTION 1. The officer or board having power in any city to appoint or employ persons in any department of such city to which the provisions of the civil service laws and of the civil service rules established thereunder are applicable shall, within seven days after the receipt of a written request therefor made by the board of civil service commissioners, make, and file with the auditor or officer or officers whose duty it is to audit the accounts of such appointing or employing officer or board, a report containing the names of all persons who have been appointed or employed by such appointing or employing officer or

Officer or board employing persons in positions where civil service rules apply to make report, etc.

board or who have received pay or rendered bills for services or labor rendered or performed during the calendar month next preceding the date of the filing of such petition. Said report shall be made under oath, shall be open to public inspection in the office of the auditor or auditing officer and shall contain the following information: — First, name of person appointed or employed, or rendering bill for services or labor; second, nature and brief description of the services or labor which such person has actually rendered or performed during said month; third, title of the office or employment of such person as stated in the payrolls of the department; fourth, the regular salary or wages of the appointee or employee; fifth, all other payments of any kind made to the appointee or employee during said month: *provided, however*, that such appointing or employing officer or board shall not be required to file more than one such report in any calendar month.

Section 2. The supreme judicial court by mandamus or other appropriate remedy in law or in equity, upon suit or petition of the board of civil service commissioners, may compel any such appointing or employing officer or board in any city, upon failure to make and file such report, to comply with the provisions of this act.

Section 3. Every appointing or employing officer, or in the case of a board every member thereof, who wilfully refuses or who neglects to comply with the provisions of this act shall be punished by a fine of not less than twenty-five nor more than one hundred dollars for each offence. [*Approved April 23, 1906.*

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[Acts of 1906, Chapter 465.]

An Act to authorize the civil service commissioners to employ additional inspectors.

*Be it enacted, etc., as follows:*

Civil service commissioners may employ additional inspectors.

Section 1. The civil service commissioners may employ in their department two additional inspectors, one of whom shall be a pay roll inspector at a salary not exceeding twelve hundred dollars per annum, and the other shall be a physical inspector at a salary not exceeding fifteen hundred dollars per annum. The said inspectors shall also be paid their necessary travelling expenses incurred in the performance of their duties.

Section 2. This act shall take effect upon its passage. [*Approved June 7, 1906.*

# CIVIL SERVICE RULES.

In accordance with the provisions of chapter 19 of the Revised Laws of Massachusetts, and acts in amendment thereof, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of cities and certain towns thereof, and for the selection of persons to be employed as laborers therein; and all rules heretofore prepared and approved are hereby rescinded.

## Rule 1.

1. The term "city" or "cities," as used in these rules, shall be construed to include and apply to every city or town in the Commonwealth to which such rules shall be applicable. Term "city" or "cities" defined.

2. The term "appointing officer," in these rules, shall mean and include any and all persons and boards having the power of appointment. Term "appointing officer" defined.

3. The word "veteran," in these rules, is used in the sense defined by law.* Word "veteran" defined.

## Rule 2.

1. The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules. Appointments and removals, responsibility for.

## Rule 3.

1. The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner, registrar of labor and local boards of examiners, and for carrying out the provisions of these rules. Regulations for carrying out rules.

* See section 20, chapter 19, Revised Laws.

### Rule 4.

Commissioners to designate boards of examiners.

1. For the purpose of making examinations of applicants, the commissioners will designate persons to be examiners, and may at any time substitute another person in place of any one so designated.

Experts to aid examiners in certain cases.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

### Rule 5.

Commissioners to apply to local authorities for temporary quarters, etc.

1. In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

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## CLASSIFICATION OF THE SERVICE.

### Rule 6.

Classification, two divisions

1. The offices and places to be filled under these rules shall be classified in two divisions: the first to be known as "The Official Service" of the Commonwealth and the several cities thereof; the second as "The Labor Service."

## FIRST DIVISION.

### Rule 7.

First division, two schedules, A and B.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

### *Schedule A.*

Amendments. Oct. 1, 1894, Feb. 15, 1897, and Feb. 1, 1900. 178 Mass. 186.

2. Schedule A shall include chief clerks and secretaries, paymasters, clerks, copyists, recorders, book-keepers, inspectors, agents, purchasing agents, almoners, visitors, stenograph-

ers, typewriters, messengers, cashiers, collectors, storekeepers, stock keepers, proof readers, and persons rendering service similar, in the opinion of the commissioners, to that of any of the above-specified positions, in the service of the Commonwealth or of any city thereof, under whatever designation, whether such service is permanent or temporary, and whether the same is paid by time for work done, by the piece, or in any other manner.

There shall be the following classes in Schedule A: —

Class 1. Persons rendering service as chief clerks and secretaries, paymasters, clerks, copyists, recorders, book-keepers, cashiers, collectors, storekeepers, or any similar service, whose annual compensation is at the rate of eight hundred dollars or less, also messengers, office boys, and all persons, under whatever designation, performing messenger or similar service, at said rate of compensation; *provided, however*, that the messengers of the governor, and one messenger of the mayor of any city, are excepted herefrom.

Class 2. Persons rendering similar service to that specified in class 1, whose annual compensation is at the rate of more than eight hundred dollars.

Class 3. Agents, purchasing agents, almoners, inspectors other than inspectors of work, visitors, stock keepers, proof readers, and all persons rendering similar service, under whatever designation, whose duties may be in part clerical.

Class 4. Stenographers and typewriters.

*Schedule B.*

There shall be the following classes in Schedule B: —

Class 1. Turnkeys, watchmen, drivers of prison wagons, and all other persons doing police duty in the parks, public grounds, prisons, houses of detention, reformatories and in all other public institutions, places and departments of the Commonwealth and the several cities thereof, not included in classes 3 and 4 of Schedule B; also watchmen, gatemen and guards in the public parks and ferries. Amendment, Feb. 1, 1900.

Class 2. All members of the fire department in the city of Boston, except call substitutes.

Class 3. *a.* The detective force of the district police.
*b.* The inspection force of the district police. Amendments. Oct. 1, 1894, and Feb. 1, 1900.

Feb. 15, 1897.

*c.* Fire inspectors and all other persons, under whatever designation, employed in detective work in the fire marshal's department of the district police.

*d.* The regular and reserve police forces of, and all persons doing permanent police duty in and for and paid by, any city (as defined in Rule 1), except Boston.

*e.* The special, substitute or supernumerary police forces of, and all persons doing temporary police duty in and for and paid by, any city, except Boston.

Class 4. All members of the regular and reserve police forces in the city of Boston.

Classified March 1, 1886. Amended Feb. 1, 1888, Oct. 1, 1894, and Feb. 1, 1900.

Class 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders employed on bridges in the cities of the Commonwealth.

Class 6. Foremen of laborers, inspectors of work, and all persons, under whatever designation, doing similar work in the service of the Commonwealth or any city thereof, and not included in Schedule A.

Class 7. Sub-foremen of laborers, and all persons, under whatever designation, doing similar work in the service of the Commonwealth or any city thereof.

Nov. 1, 1889. Oct. 1, 1894. May 1, 1895.

Class 8. Janitors, engineers and persons having charge of school or other public buildings, or of the heating apparatus thereof, in any city.

March 30, 1885. March 1, 1893. July 1, 1905.

Class 9. All members of the regular or permanent and any call member of the fire force of any city (as defined in Rule 1), except Boston.

Nov. 1, 1893.

Class 10. All truant officers in the city of Boston.

Feb. 15, 1897.

Class 11. Superintendents, assistant superintendents, deputies and persons, other than the chief superintendents of departments, performing any of the duties of a superintendent in the service of any city of the Commonwealth.

Feb 15, 1897. State, March 1, 1902.

Class 12. Civil engineers, surveyors, draughtsmen, transitmen, levellers, chainmen, rodmen, and all assistants, under whatever designation, except laborers, in the service of the Commonwealth or any city thereof.

July 1, 1905.

Class 13. Architects and architectural draughtsmen, and all assistants, under whatever designation, except laborers and mechanics, in the service of the Commonwealth or any city thereof.

July 1, 1905.

Class 14. Electricians, electrical engineers, and all assistants, under whatever designation, above the grade of linemen, employed in the service of the Commonwealth or any city thereof.

## Qualifications.

### Rule 8.

1. An applicant for appointment to any position to which these rules apply must be a citizen of the United States, who has resided in the Commonwealth for one year next preceding the date of his application; and if the application is for appointment to a position in the service of a city, the applicant must also have resided in the city in which he seeks service for six months next preceding the date of his application; but these restrictions shall not apply to applicants for positions in which special qualifications are required, or when, in the opinion of the commissioners, it would prevent the establishment of a suitable eligible list. Residence of applicants.

### Rule 9.

1. No application for appointment will be received from any vendor of intoxicating liquor or any person habitually using intoxicating beverages to excess; or from any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth; and the name of any such person may be removed from any eligible list. Disqualifications for appointment.

### Rule 10.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list. Moral character.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application. Burden of proof.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list; and proof at any time produced to the commissioners of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles. Failure to prove good character.

Applicant entitled to a hearing.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action.

## Rule 11.

Requirements.

1. In Schedule B there shall be the following requirements of age, height and weight: —

Amendments. Oct. 1, 1894, and Feb. 1, 1900.

*a.* In class 1 applicants for appointment as metropolitan park police officers and as officers in the State Prison and Massachusetts Reformatory shall be not less than twenty-five and not over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that the requirements as to age shall not apply to veterans seeking appointment as metropolitan park police officers or as officers in the Massachusetts Reformatory.

Amendments. Oct. 1, 1894, and Feb. 15, 1897.

*b.* In class 2 [the fire force of Boston] applicants for appointment must be not less than twenty-two nor over thirty years of age at the time of making application; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment to the force may be made by persons serving in the call force who are under forty years of age.

Amendment. Feb. 1, 1888.

*c.* In class 3 [the police force of any city other than Boston] applicants for appointment must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than "twenty-five nor over forty years of age at the time of filing the application;" *provided, however*, that this limitation as to age shall not apply to veterans, except as otherwise provided by law.* In all cases in this class applicants

Amendment. Oct. 1, 1894.

* See chapter 413, Acts of 1902.

must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds.

*d.* In class 4 [the police force of Boston] applicants for appointment must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds. Amendment. March 16, 1891.

*e.* In class 9 [the fire forces of cities other than Boston] applicants for appointment in the permanent force shall be not under twenty-two nor over thirty-five years of age at the time of making application. A call man serving in the fire department, however, in making application for the permanent force may deduct from his actual age any time not exceeding ten years during which he has continuously served in such capacity immediately prior to date of application. He may also deduct from his actual age one year for each period of two years during which he shall have continuously served as substitute call man immediately prior to his service as call man; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case, however, shall a call man deduct a time exceeding ten years. A substitute call man serving in the fire department in making application for the call or for the permanent force may deduct from his actual age one year for each period of two years during which he shall have continuously served in such capacity immediately prior to date of application; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case shall a substitute call man deduct a time exceeding five years. Amendment. Nov. 15, 1906.

*f.* In class 10 [Boston truant officers] applicants for appointment shall be not less than thirty nor over forty-five years of age at the time of filing the application. Amendment. Nov. 1, 1893.

2. All applicants for positions to which this rule applies shall be measured in bare feet and shall be weighed without clothing; and, except as provided in this rule, there is no requirement as to age, height or weight; *provided, however,* an age limit may be recognized, if deemed expedient by the commissioners, except in case of a veteran. Amendment. Oct. 1, 1894.

## Application.

### Rule 12.

Applications, how made.

1. Applications for positions in the first division of the classified service may be made at any time, and shall be on blank forms prescribed by the commissioners; and shall contain the information required by law, and a statement that the applicant does not habitually use intoxicating liquors to excess, is not a vendor of intoxicating liquors, and that he has not within one year been convicted of any crime against the laws of the Commonwealth. Applications for appointment to positions in the service of the Commonwealth and of the city of Boston shall be filed in the office of the commissioners in Boston.

Applications for appointment to positions in the service of a city other than Boston shall be filed with the secretary of the local board of examiners in such city, or at such other place as the commissioners shall designate.

Must be supported by certificates.

2. Each application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe.

Application of veteran.

3. Each veteran filing an application shall furnish with his application evidence of his honorable discharge from the army or navy of the United States.

### Rule 13.

New application.

1. Any person possessing the required qualifications, who has taken an examination, may make a new application for the same service at any time after the result of such examination is determined; and if he fails to pass, or to complete his examination in regular course, his name shall be stricken from the eligible list; and if he passes such examination, he shall rank in accordance with the result.

### Rule 14.

Effect of false statements.

1. Every false statement knowingly made by any person in his application for examination and every connivance by him at any false statement made in any certificate which may ac-

company his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge after appointment.

### Rule 15.

1. Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

Defective applications returned.

### Rule 16.

1. The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their applications are received; *provided, however,* that veterans shall have precedence in such notification.

Reception of applications and notice to applicants.

## Examination.

### Rule 17.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Examinations, character, notice of.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Political or religious opinions not to influence appointments.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

Time and place of examination.

### Rule 18.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the

Subjects of examination designated. Amendment. Feb. 1, 1900.

needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought; and for this purpose the commissioners may subdivide any of the classes provided under the rules.

How graded.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

Per centum of proficiency fixed by commissioners.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than the per centum of proficiency from time to time fixed by the commissioners.

Examinations where special skill and experience are required.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill.

## Rule 19.

Physical examinations.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them.

By whom made. Amendment. Oct 1, 1894.

2. The examinations to test the physical soundness of applicants for positions in the classified service shall be made by the medical examiners, if for the Commonwealth service, and by the city physicians or their assistants, if for city service, and by the town physician, if for town service, unless the commissioners shall appoint a physician to conduct such examinations. The results of such examinations shall be certified on blanks furnished by the commissioners.

Additional physical examination.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be designated by the commissioners, and the result shall be recorded upon blanks provided for the purpose.

Persons examined to be notified.

4. Each person examined shall be notified of the result of his examination.

## Eligible List.

### Rule 20.

1. Those examined shall be marked and graded, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

When examined, applicants shall be graded.

2. Every veteran applying for appointment without examination, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Veterans eligible without examination. Amendment. Feb. 15, 1897.

3. No person shall remain eligible more than two years upon any eligible list, unless the list is of persons possessing special qualifications; in which case the commissioners may by vote from time to time continue the eligibility beyond said period, and until another list is established.

Eligible two years.

4. When a person has been regularly certified and appointed under the rules, and then suspended from employment, he may at any time within one year of such suspension, if within two years of the time his name was placed upon the eligible list, have his name restored to such list, to the same effect as though not certified.

Amendment. Feb. 1, 1900.

## Requisition and Certification.

### Rule 21.

1. Whenever there is a vacancy to be filled in the classified service, the appointing officer shall make requisition upon the commissioners for the names of eligible persons.

Requisition.

### Rule 22.

1. Whenever any appointing officer shall make requisition not expressly calling for women, the commissioners shall certify only the names of all veterans who have passed the examination for the position sought, in the order of the respective standing of such veterans upon the eligible list, and the position must be filled by the appointment and employment of some veteran so certified, before the names of persons not veterans can be certified; and in case there is no such veteran

Certification of eligible persons. Amendment. Feb. 15, 1897.

upon the list, then the commissioners shall certify the names of the three persons most eligible upon the list. In case such officer shall in the requisition request the certification of women, the commissioners shall certify the names of the three women most eligible.

Appointment.

2. The appointment and employment shall be made from the list of names so certified, subject to the provisions of the following section: —

Certification of veterans.

3. Whenever any appointing officer shall in the requisition so request, the names of any or all veterans registered shall be certified, and any of the veterans so certified may be appointed and employed in the office or position sought.

When certification becomes void.

4. Unless an appointing officer shall, within four weeks of any certification of names to him by the commissioners, make and notify the commissioners of an appointment from the names certified, the certification shall become void unless said period of four weeks is extended by vote of the commissioners.

## Rule 23.

Certification of firemen. Amendment. Nov. 15, 1906.

1. Certifications to fill vacancies in any position in Schedule B, class 9, shall be subject to the following provisions: —

*a.* Whenever any appointing officer shall make a requisition to fill a vacancy in the position of call man, and a request is made for the certification of persons having had experience as substitute call men, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy having had such experience as substitute call man; *provided*, that said substitute call man shall furnish such certificate from the head or heads of the fire department regarding his service as the commissioners may require.

*b.* If in any requisition for a call man a request is made for the certification of applicants from a stated locality in the city, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy from such locality.

*c.* Whenever any appointing officer shall make a requisition to fill a vacancy in the position of permanent fireman, and a request is made for the certification of persons having had experience as call men, the commissioners shall, so far

as practicable, include in the names certified by them the name of at least one person for each vacancy having had such experience as call man (provided such experience shall have been for the period of at least one year).

*d.* If in any requisition for a permanent fireman a request is made for the certification of persons having had experience as a driver or engineer, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy who appears to have had such experience.

## Rule 24.

1. No person on any register shall be certified more than three separate times for the same position, except upon the request in writing of the appointing officer or by vote of the commissioners.

No person to be certified more than three separate times, except, etc. Amendment. Nov. 15, 1906.

2. In any requisition to fill one vacancy, three names shall be certified. In case the appointing officer shall make requisition to fill more than one vacancy, the number of eligibles therefor shall be certified as follows: for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple; *provided, however,* veterans shall be certified as hereinbefore provided.

Certification, method of.

3. Whenever an appointing officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint a smaller number than that of the vacancies named by him, he shall not make the selection from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

Appointments from list certified.

## Rule 25.

1. If any law, regulation or requisition shall call for persons of one sex, those of that sex shall be certified; otherwise sex shall be disregarded in certification.

Sex.

### Rule 26.

Certification of additional names.

1. Upon proof satisfactory to the commissioners of the advisability of so doing, they may certify an additional name; but in every such case the reason for so doing shall be stated in such certification.

## Appointment.

### Rule 27.

Appointment.

1. No person shall be appointed in the classified service in the first division except in the manner provided in these rules.

2. The appointing officer, if the vacancy is filled, must appoint and employ a person from the list certified under these rules.

3. No person shall be regarded as appointed within the requirement of these rules unless he is notified of his appointment, and, if he accepts the position, is actually employed.

### Rule 28.

Substitutes, specials and supernumeraries. Amendment. Feb. 1, 1900.

1. No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, shall be appointed to any permanent position without requisition and due certification; except where a reserve police force has been established by law in any city, in which case any appointment to the permanent force shall be made from the reserve force, and may be made without further civil service examination or certification, provided the person to be appointed shall have served at least six months upon the reserve force.

### Rule 29.

Original appointments shall be for a probationary period.

1. Every original appointment and employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time the probationer shall become, by lapse of the probation period, permanently appointed or employed; unless the appointing officer at or before the expiration of said period notifies the person appointed and the commissioners that the probation-

er's conduct or capacity has not been found satisfactory, in which case the employment of the appointee from the date of such notice shall cease, and he shall be deemed to be out of the service.

RULE 30.

Appointing officer to be furnished with examination papers, etc.

1. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection.

RULE 31.

When a person holds exempted position, etc.

1. When a person holding a position exempted from civil service classification is also appointed to a position which falls within the classification, and the pay of which, in the opinion of the Civil Service Commissioners, is nominal, and the duties of which are incidental to those of the unclassified position, the commissioners may treat such appointment as provisional, and allow the employment to continue while such person is holding the unclassified position.

Provisional appointment. Amendment. Oct. 1, 1894.

2. If there is no suitable eligible list, and the commissioners are unable to comply with a requisition, they may, in their discretion, allow a provisional appointment, which may continue until a list of eligibles is obtained by examination; or they may authorize the appointing officer to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment; *provided, however,* that, whenever practicable, a competitive examination of applicants for the office shall be held; and *provided, also,* that whenever a provisional appointment has been made under this rule, and the condition of the employment of the person appointed has been changed either by increase of pay or change of duties, the provisional employment of such person shall cease.

### Rule 32.

Commissioners to be notified of person selected, etc.

1. Every appointing officer shall, within ten days, give notice in writing to the commissioners of the name, salary and place of residence of any person appointed and employed in a position, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

## Reappointment.

### Rule 33.

Reappointment, no examination for. Amendment. Feb. 15, 1897.

1. No examination shall be required upon a reappointment of any person to the same office immediately upon the expiration of his term of office.

Reinstatement of persons dismissed. Amendment. Feb. 15, 1897.

2. Any person appointed to and employed, in accordance with the civil service rules, in any position in the first division of the classified service, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service, within six months next following such dismissal or separation.

## Temporary Service.

### Rule 34.

No person shall be appointed for temporary service, unless regularly certified, except, etc. Amendment. Oct. 1, 1894.

1. Appointments in the first division for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than ten days; and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed, except by consent of the Civil Service Commissioners. In every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

## Transfer.

### Rule 35.

1. Transfer within the classified service without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions, and of the commissioners. Transfer without examination.

2. A person in one class of the first division may be transferred upon non-competitive examination to a different position in that or any other class, provided such person shall have served at least one year in the former position, including any time of probationary service. Amendment. Feb. 1, 1900.

## Promotion.

### Rule 36.

1. Promotions, within the several schedules and classes of the first division of the classified service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and shall be by competitive or non-competitive examination, except as otherwise required by law; *provided, however,* that no person shall be promoted who has not served at least one year in the lower position. Amendment. Oct. 1, 1894.

2. Promotions from the call to the permanent fire force in any city except Boston shall be by competitive examination; *provided, however,* that no application for examination for such promotion shall be filed by a call man who is over forty-five years of age. No examinations shall be required for promotion of call men within the call force. Fire service. Amendment. Nov. 15, 1906.

3. Promotions in class 3 of Schedule B shall, so far as practicable, be by successive grades and by competitive or non-competitive examination, as the commissioners may determine; *provided, however,* that no special, supernumerary, substitute, reserve or temporary police officer, under whatever designation except where a permanent reserve force in any city has been established by law, shall be promoted to the regular or permanent force, or assigned to permanent duty, except after competition with all applicants for said force. Police service.

Veterans preferred in promotion. Amendment. Sept. 1, 1900.

4. In all cases of promotion under this rule, any veteran in the grade from which the promotion is to be made shall be entitled to apply for examination, and upon passing the examination shall be preferred in such promotion.

### Offices not included in Rules.

#### Rule 37.

Applicants for offices not covered by rules may be examined.

1. Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

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## SECOND DIVISION.

### Labor Service.

#### Rule 38.

Amendment. Feb. 1, 1900. Word "laborer" defined.

1. The word "laborer," in these rules, shall be construed to include mechanics, engineers, janitors, linemen, reelmen and all men doing work connected with electrical appliances, laborers, whether skilled or unskilled, under whatever designation, and boys employed in the labor service of any city, except where persons who would otherwise be included in any of these classes are classified in the first division.

Classification.

2. The labor service shall constitute the second division of the civil service. Under it there shall be two schedules, Schedule C and Schedule D. Schedule C shall include all laborers as herein defined in the employ of the city of Boston, to be designated as the labor service of Boston. Schedule D shall include all laborers as herein defined in the employ of any city other than Boston to which these rules are or may become applicable, to be designated as the labor service of such city.

Registration.

3. The commissioners shall provide for the registration and certification of laborers in the city of Boston, and in other cities to which the labor rules are or may become applicable.

4. In Schedule D the commissioners may, in their discretion, discontinue registration and certification whenever a city shall fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of such city. Notice of their action in each case shall be certified to the authorities of such city, and shall be published in one or more newspapers therein.

Commissioners may discontinue registration.

## Labor Application.

### Rule 39.

1. Laborers shall apply for registration at the civil service labor office in the city where they seek employment.

Where registered.

2. Applicants must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek employment for the six months next preceding the date of the application, except in special cases, where the commissioners are unable to obtain a sufficient number of citizens and residents to meet the demands of the departments.

Must be citizens.

3. No application will be received from a vendor of intoxicating liquor, or from any person habitually using intoxicating beverages to excess, or from any person who within the year preceding his application has been convicted of any offence against the laws of this Commonwealth.

Vendor of liquor cannot apply.

4. Every application must be supported by certificates of good character, and any false statement knowingly made by any applicant for labor service, or any connivance at any false statement made in any certificate accompanying his application, or any complicity in any fraud, shall be good cause for removing his name from the register, or for his discharge after employment. No applicant shall remain eligible more than one year from the date of his registration, except upon personal application for a renewal. The commissioners, for due cause, may reject any application for such renewal.

Application supported by certificates.

5. Every applicant who produces satisfactory evidence of his capacity for labor and his habits as to industry and sobriety shall be registered in the order of his application. He shall state under oath his (1) name, (2) age, (3) residence,

Laborers, how registered. Amendment. Feb. 15, 1897.

(4) citizenship, (5) the number and relationship of persons depending upon him for support, (6) service as a veteran, (7) previous occupation, (8) personal description, and such other information as may be required.

Applicants shall file certificates. Amendment. Feb. 15, 1897.

6. Every applicant shall file a certificate, signed by two reputable citizens, to the effect that he is qualified to perform the labor sought. Every applicant claiming preference as a veteran shall also produce satisfactory evidence of the fact.

Additional certificates.

7. When the applicant desires to be registered for any other service than that of common laborer, he will be required to furnish a certificate from some competent person or persons of his ability to do the kind of work for which he alleges capacity and for which he desires to be certified, and he may file additional certificates of capacity for special service.

When certificates are inconsistent.

8. In case any applicant shall present any certificate in regard to his qualifications in previous work, inconsistent with his application or previous certificates, the commissioners may refuse to register him, or may remove his name, if registered, from the list.

Certificate from employing officer. Amendment. Feb. 15, 1897.

9. No certificate from an employing officer in regard to the capacity of a laborer applying for registration shall be received unless the laborer has been legally employed in the department, and the employing officer has an official knowledge of his capacity.

Removal from register.

10. In case any applicant is found by the commissioners to be unfit or in any way disqualified to perform the service which he seeks, his name shall not be entered on the register, and, if on the register, shall be removed therefrom, and the reason shall be endorsed on the application.

May require examinations. Amendment Feb. 15, 1897.

11. The commissioners may in their discretion provide and require examination regarding the qualifications of any applicant.

## Labor Requisition and Certification.

### Rule 40.

Requisition and certification. Amendment. Feb. 15, 1897.

1. When laborers are required, the employing officer shall make requisition upon the commissioners, stating the number of men wanted, the precise nature of the labor in which they are to be employed, and the time and place of employ-

ment. Upon such notice, the commissioners shall certify the names of any and all veterans upon the eligible list, and the employment must be made from the list so certified; *provided,* that, after the employment of veterans, in case there is not a sufficient number of veterans so registered and qualified for the required labor, the commissioners shall certify twice the number of men called for, over and above the number of veterans, if any, certified, making an impartial selection, giving preference, *first,* to those who have worked satisfactorily for three months or more in the department, and, *second,* to those having families dependent upon them for support.

Requisition for young men. Amendment. Feb. 15, 1897.

2. In case the employing officer shall in the requisition certify that the labor to be performed is so arduous as to require the services of young and vigorous men, and shall designate a maximum age limit, the commissioners may in their discretion recognize such age limit.

When unable to fill requisition.

3. Whenever the commissioners shall be unable to fill a requisition, they may authorize the employing officer to make the selection. The persons so selected shall, before being employed, present themselves at the civil service labor office in their city for registration in the manner and under the rules and regulations prescribed for applicants, and be certified by the commissioners; and such persons shall not be employed at any other kind of work than that for which they were selected, until after they shall have been continuously so employed for at least three months.

## Labor Employment.

### Rule 41.

Employment from list certified.

1. The selection and employment shall be made from the list certified, and the employing officer shall, before selecting or employing any other person, first employ from the list of veterans certified, and the names of those employed shall be returned to the commissioners within five days after such employment.

Certification of veterans.

2. Whenever the employing officer shall request the certification of any or all veterans registered for any particular kind of work, they shall be certified, and any of the veterans so certified may be employed.

Method of selection.

3. Whenever an employing officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection from the whole list certified to him, but only from that number of names standing highest on the list that would have been certified to him had the requisition stated the number of men which he actually employs under the certification, except in the case of the certification of veterans, when he may employ any veteran certified.

Certification of additional names.

4. Upon proof to the commissioners that a person certified as a laborer is unsuitable for the work, the commissioners may certify an additional name.

Return of persons employed.

5. When the employing officer has selected and employed such of the persons named in said list as he may require, he shall within five days after their employment return to the commissioners' office a list of the persons so selected and employed, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond, or decline the employment offered, or withdraw from the service without good cause, the names and registered numbers of such persons shall be returned to the commissioners, with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

## Emergency.

### Rule 42.

Selection in cases of emergency. Amendment. Feb. 15, 1897.

1. In cases of emergency which cannot be foreseen, where the department would suffer from delay in filling a vacancy in the labor service, as herein provided, the employing officer may temporarily employ persons, without requisition; *provided, however,* that in no case shall such temporary employment continue for more than five days, and no re-employment of the same person at the end of such period shall be allowed; and in every such case the officer shall report the employment to the commissioners within five days, with the reason therefor, stated in such form and detail as the commissioners may from time to time prescribe.

## Suspension and Transfer.

### Rule 43.

1. Any laborer suspended and not actually employed in the department in which he is enrolled shall, at the end of six months after the time within which he may apply for a hearing under the provisions of law,* be deemed to be out of the service, and shall not be thereafter employed, except after registration and certification by the commissioners; and the employing officer shall forthwith report to the commissioners the name of any laborer so suspended; *provided, however,* that this provision shall not apply to veterans.

Suspension for six months. Amendment. Feb. 15, 1897.

2. No laborer shall be employed in work other than that for which he is certified until after actual and continuous employment therein for at least three months; *provided, however,* that this provision shall not apply to veterans.

Not to be employed in work other than that for which certified. Amendments. Feb. 15, 1897, and Feb. 1, 1900.

3. Heads of departments may, with the consent of the commissioners, transfer laborers from one department to another, upon previous notice to the commissioners, provided such laborers have been continuously employed in the same work in the same department for which they were certified for at least three months.

Transfer.

## Reinstatement.

### Rule 44.

1. Any laborer who shall be found by the commissioners to have been dismissed or separated from the service without fault or delinquency on his part, may, upon request of the employing officer, be reinstated in such service in the same department within three months next following such dismissal or separation.

Reinstatement. Amendment. Feb. 15, 1897.

## Labor Discharge.

### Rule 45.

1. When a person is discharged from the labor service for "loitering," "incompetence," "insubordination," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for

Discharges.

* See chapter 314, Acts of 1904.

a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department.

2. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions above prescribed.

3. In case a person is discharged a second time for good cause, he shall not be eligible for registration again except by special vote of the commissioners.

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The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHARLES H. PORTER,
BENTLEY W. WARREN,
FRANK FOXCROFT,
*Civil Service Commissioners.*

MARCH 14, 1905.

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Approved in council, March 29, 1905.

EDWARD F. HAMLIN,
*Executive Secretary.*

A true copy.
Attest: WARREN P. DUDLEY,
*Secretary of Civil Service Commissioners.*

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Due notice was given that the foregoing civil service rules would take effect on the first day of July, A.D. 1905.

# AMENDMENTS TO THE RULES.

Amendments to the civil service rules, prepared by the Civil Service Commissioners, pursuant to the authority conferred by section 6 of chapter 19 of the Revised Laws: —

1. Rule 11, section 1, is hereby amended by striking out clause *e* thereof, and by substituting therefor the following: —

*e.* In class 9 [the fire forces of cities other than Boston] applicants for appointment in the permanent force shall be not under twenty-two nor over thirty-five years of age at the time of making application. A call man serving in the fire department, however, in making application for the permanent force may deduct from his actual age any time not exceeding ten years during which he has continuously served in such capacity immediately prior to date of application. He may also deduct from his actual age one year for each period of two years during which he shall have continuously served as substitute call man immediately prior to his service as call man; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case, however, shall a call man deduct a time exceeding ten years. A substitute call man serving in the fire department in making application for the call or for the permanent force may deduct from his actual age one year for each period of two years during which he shall have continuously served in such capacity immediately prior to date of application; *provided*, that he shall furnish such certificate from the head or heads of the fire department regarding his service as substitute call man as the commissioners shall require. In no case shall a substitute call man deduct a time exceeding five years.

2. Rule 23 is hereby amended by striking out section 1 thereof and by inserting in its place the following: —

1. Certifications to fill vacancies in any position in Schedule B, class 9, shall be subject to the following provisions: —

*a.* Whenever any appointing officer shall make a requisition to fill a vacancy in the position of call man, and a request is made for the certification of persons having had experience as substitute call men, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy having had such experience as substitute call man; *provided*, that said substitute call man shall furnish such certificate from the head or heads of the fire department regarding his service as the commissioners may require.

*b.* If in any requisition for a call man a request is made for the certification of applicants from a stated locality in the city, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy from such locality.

*c.* Whenever any appointing officer shall make a requisition to fill a vacancy in the position of permanent fireman, and a request is made for the certification of persons having had experience as call men, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy having had such experience as call man (provided such experience shall have been for the period of at least one year).

*d.* If in any requisition for a permanent fireman a request is made for the certification of persons having had experience as a driver or engineer, the commissioners shall, so far as practicable, include in the names certified by them the name of at least one person for each vacancy who appears to have had such experience.

3. Rule 36, section 2, is hereby amended by adding at the end thereof the following sentence: "No examinations shall be required for promotion of call men within the call force."

4. Rule 24 is hereby amended by striking out section 1 thereof, and by inserting in its place the following: —

1. No person on any register shall be certified more than three separate times for the same position, except upon the request in writing of the appointing officer or by vote of the commissioners.

Respectfully submitted,

CHARLES WARREN,
FRANK FOXCROFT,
JOSEPH C. PELLETIER,
*Civil Service Commissioners.*

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Approved by the Governor and Council Sept. 7, 1906.

Attest: CHARLES WARREN,
*Chairman of Civil Service Commissioners.*

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In accordance with the provisions of section 8 of chapter 19 of the Revised Laws, notice is hereby given that the foregoing amendments to the civil service rules will go into operation on the fifteenth day of November, 1906.

By order of the Civil Service Commissioners,

CHARLES WARREN,
*Chairman.*

# REGULATIONS

ADOPTED BY THE

# CIVIL SERVICE COMMISSIONERS.

[Dec. 27, 1901.]

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## Chief Examiner.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

2. He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

3. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

4. He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

## Secretary.

5. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employ-

ment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

### Registrar of Labor.

6. The registrar of labor shall keep the records of his office and be responsible for the safe keeping of records, books, papers and other property in the labor office; he shall make proper certifications of those eligible for employment in the labor service, and he shall generally superintend the work of the office and supervise the administration of the civil service rules applicable to the classified labor service.

### Examiners.

7. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary; and a majority of any board may conduct an examination in the absence of the other members.

8. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

9. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

10. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

11. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

12. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

13. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

14. No examiner shall disclose, unless by consent of those examined, the results of the examination.

15. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

16. Complaints of any injustice or unfairness on the part of

any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

17. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law twenty cents for each applicant whose examination he shall attend, and twenty cents additional for each set of examination papers he shall mark; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of twenty-five cents for each eligible so registered. [3, 24, '93.]

18. No person shall act as examiner in any examination of applicants for admission to the classified civil service, when he is an applicant or an eligible for a position in the class for which the examination is being held. [12, 21, '94.]

### Competitive Examination.

19. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

20. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

21. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

22. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

23. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

24. Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo

such further physical examination as the commissioners may from time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

25. Such examination shall be made by a physical examiner, to be appointed by the commissioners, and shall be recorded upon blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage of excellence which the several applicants shall respectively be found to possess.

26. The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners; and the quotient found by the division of the aggregate of value so arrived at, of each applicant, by the aggregate of weights shall constitute the percentage of condition of such applicant.

27. When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant. [1, 9, '91.]

28. To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), equal weight shall be given to the physical and educational examinations; in Class 2, Schedule B (the fire force of Boston), the comparative weight to be given to each of such examinations shall be three to two. [1, 30, '94.]

29. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination: *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

30. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination as the commissioners may prescribe.

### Non-competitive Examinations.

31. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates on the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

32. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certifi-

cates); but any person named by the appointing power for non-competitive examination may file such paper at any time before undergoing the examination.

33. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

34. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such person as he may select.

### Special Examinations.

35. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

36. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

37. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

38. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

39. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

### Marking.

40. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

When a question has arisen regarding the exclusion of an applicant from examination under the provisions of the civil service rules, and the commissioners have voted to allow such applicant

to take the examination, the examiners shall give the applicant the same credit for experience that he would have been entitled to if no such question had arisen. [3, 2, '06.]

41. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.

42. The marking of each question or subject shall be made on a scale of 100, which shall represent entire accuracy. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

43. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

44. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

45. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

EXAMINATION OF _____

| SUBJECTS. | Standing on Subjects. | Weight given to Subjects. | Product of Weight and Standing. |
|---|---|---|---|
| Penmanship, | 80 | 4 | 320 |
| Dictation, | 75 | 2 | 150 |
| Copying rough draft, | 70 | 3 | 210 |
| Orthography, | 85 | 1 | 85 |
| Arithmetic, | 82 | 3 | 246 |
| Composition, | 70 | 2 | 140 |
| | – | 15 | 1,151 |
| General average standing, | – | – | 76.73 |

EXAMINATION OF _____

| SUBJECTS. | Standing on Subjects. | Weight given to Subjects. | Product of Weight and Standing. |
|---|---|---|---|
| Penmanship, | 85 | 4 | 340 |
| Dictation, | 90 | 2 | 180 |
| Copying rough draft, | 96 | 3 | 288 |
| Orthography, | 100 | 1 | 100 |
| Arithmetic, | 80 | 3 | 240 |
| Interest and discount, | 75 | 2 | 150 |
| | – | 15 | 1,298 |
| General average standing, | – | – | 86.53 |

EXAMINATION OF _____

| SUBJECTS. | Standing on Subjects. | Weight given to Subjects. | Product of Weight and Standing. |
|---|---|---|---|
| Penmanship, | 70 | 2 | 140 |
| Copying, | 80 | 2 | 160 |
| Clearness and correctness of statement, | 75 | 3 | 225 |
| Experience, | 80 | 3 | 240 |
| Arithmetic, | 70 | 2 | 140 |
| Local data; duties, | 70 | 3 | 210 |
| | – | 15 | 1,115 |
| Educational qualifications, | – | – | 74.33 |
| Physical qualifications, | – | – | 85. |
| | – | 2 | 159.33 |
| General average standing, | – | – | 79.66 |

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.

### Eligible List.

46. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

47. Priority of date in examination will give no advantage in position on the eligible list.

48. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

49. Persons whose names are on the eligible list for the prison service of a city may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and, if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

### Certification.

50. Certification of eligibles under the rules shall be as follows: —

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| For 1 | vacancy | certify | 3 | names. | For 11 | vacancies | certify | 19 | names. |
| 2 | vacancies | " | 4 | " | 12 | " | " | 20 | " |
| 3 | " | " | 5 | " | 13 | " | " | 23 | " |
| 4 | " | " | 8 | " | 14 | " | " | 24 | " |
| 5 | " | " | 9 | " | 15 | " | " | 25 | " |
| 6 | " | " | 10 | " | 16 | " | " | 28 | " |
| 7 | " | " | 13 | " | 17 | " | " | 29 | " |
| 8 | " | " | 14 | " | 18 | " | " | 30 | " |
| 9 | " | " | 15 | " | 19 | " | " | 33 | " |
| 10 | " | " | 18 | " | 20 | " | " | 34 | " |

### General Provisions.

51. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he

or she is registered, the commissioners may direct that such person be not certified; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

52. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

53. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

54. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

55. The examination of applicants for positions as call firemen in cities other than Boston shall include: —

(1) A pass test in reading and writing, being merely copying in writing a few lines of printed matter.

(2) Experience sheet.

(3) A physical examination and a strength test.

Equal weight to be given to subjects 2 and 3. [11, 15, '06.]

56. The examination of applicants for positions as permanent firemen shall include four subjects, as follows: —

| | |
|---|---|
| (1) Accuracy and government paper, with a weight of . . . | 2 |
| (2) Experience paper, with a weight of . . . . . | 4 |
| (3) Knowledge of duties and local data, with a weight of . . | 4 |
| | 10 |
| (4) A physical examination and a strength test, with a weight of . | 15 |
| Total, . . . . . | 25 |

Subject 1 shall include one paper, divided into the following topics: —

(*a*) Accuracy test (consisting of copying in writing a few lines of printed matter, and of writing orders from dictation).

(*b*) Simple questions in government.

Subject 2 shall include: —

Paper containing detailed questions as to applicant's experience and record, both as fireman and otherwise. (If he desires to apply as a driver, questions as to his knowledge of horses, care of horses and driving; if he desires to apply as an engineer, questions as to his knowledge of and experience with steam engines, or the presentation of State license.)

Subject 3 shall include: —

Practical questions relating to the duties of firemen, local data, etc. [11, 15, '06.]

## SPECIAL INSTRUCTIONS TO EXAMINERS.

The members of a Board of Civil Service Examiners will meet as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be needful.

Each person filing an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be directed to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

The applications, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications, in the order of their numbers.

Any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations to an examination must be returned to him with a brief statement of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When the application is for examination for the police service, the secretary of the Board will furnish the applicant with a copy of the book of instructions for police applicants, *and make note of having done so on the application paper.*

Attention is called to Rule XIX., which gives precedence in notification to veterans.

Examination blanks will be sent or brought to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the examination day, and great care must be taken that they be kept in a secure place until that time.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a numbered envelope and a declaration paper; upon the latter are printed questions concerning his name, age, former occupation, service as a veteran, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be allowed to affix his signature to a paper. After completing the declaration paper, he will fold and enclose it in the numbered envelope which has been given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation and spelling, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty may be enforced if one applicant attempts

to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the commissioners the day after the examination.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, if he passed the examination, stating the standing which he obtained, as shown by the marking. He will also send notice to each applicant who failed to pass the examination, informing him of the fact.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of the Board for stationery, postage and actual travel, will be allowed by the commissioners.

HENRY SHERWIN,
*Chief Examiner.*

# SCHEDULE OF EXAMINATIONS.

In giving notice of the competitive examinations to be held in the cities and towns, and at the times mentioned in the following schedule, the commissioners reserve the right to order such additional or other examinations as the public service may require, or to change the time of any examination upon reasonable notice.

No applicant shall have the right to examination unless the application is filed, under the rules, at least one week before the examination: *provided*, that the commissioners or the chief examiner, for cause shown, may allow a person making an application at a later time to take the examination.

WARREN P. DUDLEY,
*Secretary.*

SCHEDULE OF EXAMINATIONS, BY DATES.

1907.

Apr. 1. Lowell, police, schedule B, class 3.
3. Fall River, police, schedule B, class 3.
4. Fall River, foremen of laborers, inspectors of work, schedule B, class 6.
4. Fall River, fire, schedule B, class 9.
8. Boston, clerks, messengers, schedule A, class 1.
9. Commonwealth, clerks, messengers, schedule A, class 1.
10. Commonwealth, clerks, messengers, schedule A, class 2.
11. Boston, clerks, messengers, schedule A, class 2.
15. Boston, stenographer-typewriters, schedule A, class 4.
16. Commonwealth, stenographer-typewriters, schedule A, class 4.
22. Quincy, clerks, messengers, schedule A, classes 1 and 2.
23. Quincy, police, schedule B, class 3.
23. Quincy, foremen of laborers, inspectors of work, schedule B, class 6.
23. Quincy, fire, schedule B, class 9.
25. Cambridge, clerks, messengers, schedule A, classes 1 and 2.
29. Newton, police, schedule B, class 3.

1907.

Apr. 29. Newton, foremen of laborers, inspectors of work, schedule B, class 6.
29. Newton, engineers and janitors of public buildings, schedule B, class 8.
30. Newton, clerks, messengers, schedule A, classes 1 and 2.
30. Newton, fire, schedule B, class 9.
May 3. Melrose, clerks, messengers, schedule A, classes 1 and 2.
3. Melrose, police, schedule B, class 3.
3. Melrose, foremen of laborers, inspectors of work, schedule B, class 6.
4. Melrose, engineers and janitors of public buildings, schedule B, class 8.
4. Melrose, fire, schedule B, class 9.
7. Pittsfield, clerks, messengers, schedule A, classes 1 and 2.
7. Pittsfield, police, schedule B, class 3.
7. Pittsfield, foremen of laborers, inspectors of work, schedule B, class 6.
8. Pittsfield, engineers and janitors of public buildings, schedule B, class 8.
8. Pittsfield, fire, schedule B, class 9.
9. Brockton, police, schedule B, class 3.
10. Everett, clerks, messengers, schedule A, classes 1 and 2.
10. Everett, foremen of laborers, inspectors of work, schedule B, class 6.
10. Everett, engineers and janitors of public buildings, schedule B, class 8.
13. New Bedford, police, schedule B, class 3.
13. New Bedford, foremen of laborers, inspectors of work, schedule B, class 6.
14. New Bedford, engineers and janitors of public buildings, schedule B, class 8.
14. New Bedford, fire, schedule B, class 9.
16. Springfield, police, schedule B, class 3.
17. Springfield, engineers and janitors of public buildings, schedule B, class 8.
20. Haverhill, police, schedule B, class 3.
20. Haverhill, foremen of laborers, inspectors of work, schedule B, class 6.
20. Haverhill, engineers and janitors of public buildings, schedule B, class 8.
20. Haverhill, fire, schedule B, class 9.
22. Fitchburg, clerks, messengers, schedule A, classes 1 and 2.
24. Haverhill, clerks, messengers, schedule A, classes 1 and 2.
27. Fitchburg, foremen of laborers, inspectors of work, schedule B, class 6.

1907.

May 28. Chicopee, clerks, messengers, schedule A, classes 1 and 2.
28. Chicopee, police, schedule B, class 3.
28. Chicopee, foremen of laborers, inspectors of work, schedule B, class 6.
28. Chicopee, engineers and janitors of public buildings, schedule B, class 8.
28. Chicopee, fire, schedule B, class 9.
June 3. Cambridge, draw tenders, schedule B, class 5.
3. Cambridge, engineers and janitors of public buildings, schedule B, class 8.
5. North Adams, clerks, messengers, schedule A, classes 1 and 2.
5. North Adams, police, schedule B, class 3.
5. North Adams, foremen of laborers, inspectors of work, schedule B, class 6.
5. North Adams, engineers and janitors of public buildings, schedule B, class 8.
5. North Adams, fire, schedule B, class 9.
10. Marlborough, fire, schedule B, class 9.
12. Lynn, engineers and janitors of public buildings, schedule B, class 8.
24. Everett, police, schedule B, class 3.
24. Everett, fire, schedule B, class 9.
27. Waltham, fire, schedule B, class 9.
Sept. 16. Boston, clerks, messengers, schedule A, class 1.
17. Commonwealth, clerks, messengers, schedule A, class 1.
18. Commonwealth, clerks, messengers, schedule A, class 2.
19. Boston, clerks, messengers, schedule A, class 2.
23. Boston, police, schedule B, class 4.
24. Boston, fire, schedule B, class 2.
26. Gloucester, clerks, messengers, schedule A, classes 1 and 2.
26. Gloucester, police, schedule B, class 3.
26. Gloucester, foremen of laborers, inspectors of work, schedule B, class 6.
26. Gloucester, engineers and janitors of public buildings, schedule B, class 8.
26. Gloucester, fire, schedule B, class 9.
30. Boston, stenographer-typewriters, schedule A, class 4.
Oct. 1. Commonwealth, stenographer-typewriters, schedule A, class 4.
7. Fall River, clerks, messengers, schedule A, classes 1 and 2.
10. Worcester, police, schedule B, class 3.
14. New Bedford, clerks, messengers, schedule A, classes 1 and 2.
18. Malden, clerks, messengers, schedule A, classes 1 and 2.
21. Newburyport, clerks, messengers, schedule A, classes 1 and 2.
21. Newburyport, police, schedule B, class 3.

1907.

Oct. 21. Newburyport, foremen of laborers, inspectors of work, schedule B, class 6.
22. Newburyport, engineers and janitors of public buildings, schedule B, class 8.
22. Newburyport, fire, schedule B, class 9.
28. Lynn, clerks, messengers, schedule A, classes 1 and 2.

Nov. 7. Woburn, clerks, messengers, schedule A, classes 1 and 2.
7. Woburn, fire, schedule B, class 9.
8. Woburn, foremen of laborers, inspectors of work, schedule B, class 6.
8. Woburn, police, schedule B, class 3.
8. Woburn, engineers and janitors of public buildings, schedule B, class 8.
11. Waltham, police, schedule B, class 3.
12. Worcester, fire, schedule B, class 9.
14. Lynn, police, schedule B, class 3.
14. Lynn, foremen of laborers, inspectors of work, schedule B, class 6.
14. Lynn, engineers and janitors of public buildings, schedule B, class 8.
15. Lynn, fire, schedule B, class 9.
18. Northampton, clerks, messengers, schedule A, classes 1 and 2.
18. Northampton, police, schedule B, class 3.
18. Northampton, foremen of laborers, inspectors of work, schedule B, class 6.
18. Northampton, engineers and janitors of public buildings, schedule B, class 8.
18. Northampton, fire, schedule B, class 9.
21. Beverly, clerks, messengers, schedule A, classes 1 and 2.
21. Beverly, police, schedule B, class 3.

Dec. 2. Taunton, foremen of laborers, inspectors of work, schedule B, class 6.
2. Taunton, fire, schedule B, class 9.
4. Taunton, clerks, messengers, schedule A, classes 1 and 2.
4. Taunton, police, schedule B, class 3.
4. Taunton, engineers and janitors of public buildings, schedule B, class 8.
6. Cambridge, foremen of laborers, inspectors of work, schedule B, class 6.
12. Worcester, clerks, messengers, schedule A, classes 1 and 2.
13. Worcester, foremen of laborers, inspectors of work, schedule B, class 6.
13. Worcester, engineers and janitors of public buildings, schedule B, class 8.
17. Somerville, police, schedule B, class 3.

**1907.**

Dec. 18. Somerville, fire, schedule B, class 9.
23. Milton, police, schedule B, class 3.
23. Milton, fire, schedule B, class 9.
30. Commonwealth, civil engineers, schedule B, class 12.
30. Boston, civil engineers, schedule B, class 12.
31. Commonwealth, civil engineers, schedule B, class 12.
31. Boston, civil engineers, schedule B, class 12.

**1908.**

Jan. 1. Commonwealth, civil engineers, schedule B, class 12.
1. Boston, civil engineers, schedule B, class 12.
2. Commonwealth, civil engineers, schedule B, class 12.
2. Boston, civil engineers, schedule B, class 12.
3. Commonwealth, civil engineers, schedule B, class 12.
3. Boston, civil engineers, schedule B, class 12.
4. Commonwealth, civil engineers, schedule B, class 12.
4. Boston, civil engineers, schedule B, class 12.
6. Lawrence, police, schedule B, class 3.
6. Lawrence, foremen of laborers, inspectors of work, schedule B, class 6.
6. Lawrence, engineers and janitors of public buildings, schedule B, class 8.
7. Lawrence, fire, schedule B, class 9.
8. Commonwealth, foremen of laborers, inspectors of work, schedule B, class 6.
8. Boston, foremen of laborers, inspectors of work, schedule B, class 6.
9. Commonwealth, foremen of laborers, inspectors of work, schedule B, class 6.
9. Boston, foremen of laborers, inspectors of work, schedule B, class 6.
10. Commonwealth, sub-foremen, schedule B, class 7.
10. Boston, sub-foremen, schedule B, class 7.
13. Boston, drawtenders, schedule B, class 5.
14. Chelsea, clerks, messengers, schedule A, classes 1 and 2.
14. Chelsea, police, schedule B, class 3.
14. Chelsea, foremen of laborers, inspectors of work, schedule B, class 6.
14. Chelsea, engineers and janitors of public buildings, schedule B, class 8.
14. Chelsea, fire, schedule B, class 9.
16. Somerville, foremen of laborers, inspectors of work, schedule B, class 6.
16. Somerville, engineers and janitors of public buildings, schedule B, class 8.
17. Lawrence, clerks, messengers, schedule A, classes 1 and 2.

1908.

Jan. 20. Waltham, clerks, messengers, schedule A, classes 1 and 2.
20. Waltham, foremen of laborers, inspectors of work, schedule B, class 6.
20. Waltham, engineers and janitors of public buildings, schedule B, class 8.
23. Revere, police, schedule B, class 3.
23. Revere, fire, schedule B, class 9.
23. Hyde Park, police, schedule B, class 3.
27. Salem, police, schedule B, class 3.
27. Salem, foremen of laborers, inspectors of work, schedule B, class 6.
27. Salem, engineers and janitors of public buildings, schedule B, class 8.
27. Salem, fire, schedule B, class 9.
29. Salem, clerks, messengers, schedule A, classes 1 and 2.
31. Springfield, fire, schedule B, class 9.
Feb. 4. Beverly, foremen of laborers, inspectors of work, schedule B, class 6.
4. Beverly, engineers and janitors of public buildings, schedule B, class 8.
4. Beverly, fire, schedule B, class 9.
6. Holyoke, clerks, messengers, schedule A, classes 1 and 2.
6. Holyoke, foremen of laborers, inspectors of work, schedule B, class 6.
7. Holyoke, police, schedule B, class 3.
7. Holyoke, engineers and janitors of public buildings, schedule B, class 8.
7. Holyoke, fire, schedule B, class 9.
10. Fitchburg, police, schedule B, class 3.
10. Fitchburg, fire, schedule B, class 9.
11. Fitchburg, foremen of laborers, inspectors of work, schedule B, class 6.
11. Fitchburg, engineers and janitors of public buildings, schedule B, class 8.
13. Brockton, clerks, messengers, schedule A, classes 1 and 2.
13. Brockton, foremen of laborers, inspectors of work, schedule B, class 6.
14. Brockton, engineers and janitors of public buildings, schedule B, class 8.
14. Brockton, fire, schedule B, class 9.
17. Somerville, clerks, messengers, schedule A, classes 1 and 2.
19. Quincy, engineers and janitors of public buildings, schedule B, class 8.
20. Brookline, police, schedule B, class 3.
20. Brookline, foremen of laborers, inspectors of work, schedule B, class 6.

1908.

Feb. 20. Brookline, engineers and janitors of public buildings, schedule B, class 8.
20. Brookline, fire, schedule B, class 9.
24. Marlborough, clerks, messengers, schedule A, classes 1 and 2.
24. Marlborough, police, schedule B, class 3.
24. Marlborough, foremen of laborers, inspectors of work, schedule B, class 6.
24. Marlborough, engineers and janitors of public buildings, schedule B, class 8.
26. Metropolitan park police, schedule B, class 1.
28. Lowell, clerks, messengers, schedule A, classes 1 and 2.

Mar. 2. Lowell, foremen of laborers, inspectors of work, schedule B, class 6.
2. Lowell, engineers and janitors of public buildings, schedule B, class 8.
2. Lowell, fire, schedule B, class 9.
4. Malden, police, schedule B, class 3.
4. Malden, foremen of laborers, inspectors of work, schedule B, class 6.
5. Malden, engineers and janitors of public buildings, schedule B, class 8.
5. Malden, fire, schedule B, class 9.
6. Springfield, clerks, messengers, schedule A, classes 1 and 2.
6. Springfield, foremen of laborers, inspectors of work, schedule B, class 6.
9. Brookline, clerks, messengers, schedule A, classes 1 and 2.
11. Medford, police, schedule B, class 3.
11. Medford, foremen of laborers, inspectors of work, schedule B, class 6.
11. Medford, engineers and janitors of public buildings, schedule B, class 8.
12. Medford, clerks, messengers, schedule A, classes 1 and 2.
12. Medford, fire, schedule B, class 9.
13. Boston, engineers and janitors of public buildings, schedule B, class 8.
16. Commonwealth, civil engineers, schedule B, class 12.
16. Boston, civil engineers, schedule B, class 12.
17. Commonwealth, civil engineers, schedule B, class 12.
17. Boston, civil engineers, schedule B, class 12.
18. Commonwealth, civil engineers, schedule B, class 12.
18. Boston, civil engineers, schedule B, class 12.
19. Commonwealth, civil engineers, schedule B, class 12.
19. Boston, civil engineers, schedule B, class 12.
20. Commonwealth, civil engineers, schedule B, class 12.
20. Boston, civil engineers, schedule B, class 12.
21. Commonwealth, civil engineers, schedule B, class 12.

**1908.**

Mar. 21. Boston, civil engineers, schedule B, class 12.
23. Boston, fire, schedule B, class 2.
24. Boston, police, schedule B, class 4.
27. Cambridge, police, schedule B, class 3.
27. Cambridge, fire, schedule B, class 9.

## Schedule of Examinations for the Service of the Commonwealth and the Several Cities.

### *Commonwealth.*

**1907.**

Apr. 9. Clerks, messengers, schedule A, class 1.
10. Clerks, messengers, schedule A, class 2.
16. Stenographer-typewriters, schedule A, class 4.
Sept. 17. Clerks, messengers, schedule A, class 1.
18. Clerks, messengers, schedule A, class 2.
Oct. 1. Stenographer-typewriters, schedule A, class 4.
Dec. 30. Civil engineers, schedule B, class 12.
31. Civil engineers, schedule B, class 12.

**1908.**

Jan. 1. Civil engineers, schedule B, class 12.
2. Civil engineers, schedule B, class 12.
3. Civil engineers, schedule B, class 12.
4. Civil engineers, schedule B, class 12.
8. Foremen of laborers, inspectors of work, schedule B, class 6.
9. Foremen of laborers, inspectors of work, schedule B, class 6.
10. Sub-foremen, schedule B, class 7.
Feb. 26. Metropolitan park police, schedule B, class 1.
Mar. 16. Civil engineers, schedule B, class 12.
17. Civil engineers, schedule B, class 12.
18. Civil engineers, schedule B, class 12.
19. Civil engineers, schedule B, class 12.
20. Civil engineers, schedule B, class 12.
21. Civil engineers, schedule B, class 12.

### *Boston.*

**1907.**

Apr. 8. Clerks, messengers, schedule A, class 1.
11. Clerks, messengers, schedule A, class 2.
15. Stenographer-typewriters, schedule A, class 4.
Sept. 16. Clerks, messengers, schedule A, class 1.
19. Clerks, messengers, schedule A, class 2.
23. Police, schedule B, class 4.
24. Fire, schedule B, class 2.
30. Stenographer-typewriters, schedule A, class 4.
Dec. 30. Civil engineers, schedule B, class 12.
31. Civil engineers, schedule B, class 12.

1908.

Jan. 1. Civil engineers, schedule B, class 12.
2. Civil engineers, schedule B, class 12.
3. Civil engineers, schedule B, class 12.
4. Civil engineers, schedule B, class 12.
8. Foremen of laborers, inspectors of work, schedule B, class 6.
9. Foremen of laborers, inspectors of work, schedule B, class 6.
10. Sub-foremen, schedule B, class 7.
13. Draw tenders, schedule B, class 5.

Mar. 13. Engineers and janitors of public buildings, schedule B, class 8.
16. Civil engineers, schedule B, class 12.
17. Civil engineers, schedule B, class 12.
18. Civil engineers, schedule B, class 12.
19. Civil engineers, schedule B, class 12.
20. Civil engineers, schedule B, class 12.
21. Civil engineers, schedule B, class 12.
23. Fire, schedule B, class 2.
24. Police, schedule B, class 4.

*Beverly.*

1907.

Nov. 21. Clerks, messengers, schedule A, classes 1 and 2.
21. Police, schedule B, class 3.

1908.

Feb. 4. Foremen of laborers, inspectors of work, schedule B, class 6.
4. Engineers and janitors of public buildings, schedule B, class 8.
4. Fire, schedule B, class 9.

*Brockton.*

1907.

May 9. Police, schedule B, class 3.

1908.

Feb. 13. Clerks, messengers, schedule A, classes 1 and 2.
13. Foremen of laborers, inspectors of work, schedule B, class 6.
14. Engineers and janitors of public buildings, schedule B, class 8.
14. Fire, schedule B, class 9.

*Brookline.*

1908.

Feb. 20. Police, schedule B, class 3.
20. Foremen of laborers, inspectors of work, schedule B, class 6.
20. Engineers and janitors of public buildings, schedule B, class 8.
20. Fire, schedule B, class 9.

Mar. 9. Clerks, messengers, schedule A, classes 1 and 2.

*Cambridge.*

**1907.**

Apr. 25. Clerks, messengers, schedule A, classes 1 and 2.
June 3. Draw tenders, schedule B, class 5.
3. Engineers and janitors of public buildings, schedule B, class 8.
Dec. 6. Foremen of laborers, inspectors of work, schedule B, class 6.

**1908.**

Mar. 27. Police, schedule B, class 3.
27. Fire, schedule B, class 9.

*Chelsea.*

**1908.**

Jan. 14. Clerks, messengers, schedule A, classes 1 and 2.
14. Police, schedule B, class 3.
14. Foremen of laborers, inspectors of work, schedule B, class 6.
14. Engineers and janitors of public buildings, schedule B, class 8.
14. Fire, schedule B, class 9.

*Chicopee.*

**1907.**

May 28. Clerks, messengers, schedule A, classes 1 and 2.
28. Police, schedule B, class 3.
28. Foremen of laborers, inspectors of work, schedule B, class 6.
28. Engineers and janitors of public buildings, schedule B, class 8.
28. Fire, schedule B, class 9.

*Everett.*

**1907.**

May 10. Clerks, messengers, schedule A, classes 1 and 2.
10. Foremen of laborers, inspectors of work, schedule B, class 6.
10. Engineers and janitors of public buildings, schedule B, class 8.
June 24. Fire, schedule B, class 9.
24. Police, schedule B, class 3.

*Fall River.*

**1907.**

Apr. 3. Police, schedule B, class 3.
4. Foremen of laborers, inspectors of work, schedule B, class 6.
4. Fire, schedule B, class 9.
Oct. 7. Clerks, messengers, schedule A, classes 1 and 2.

*Fitchburg.*

**1907.**

May 22. Clerks, messengers, schedule A, classes 1 and 2.
27. Foremen of laborers, inspectors of work, schedule B, class 6.

**1908.**

Feb. 10. Police, schedule B, class 3.
10. Fire, schedule B, class 9.
11. Foremen of laborers, inspectors of work, schedule B, class 6.
11. Engineers and janitors of public buildings, schedule B, class 8.

*Gloucester.*

**1907.**

Sept. 26. Clerks, messengers, schedule A, classes 1 and 2.
26. Police, schedule B, class 3.
26. Foremen of laborers, inspectors of work, schedule B, class 6.
26. Engineers and janitors of public buildings, schedule B, class 8.
26. Fire, schedule B, class 9.

*Haverhill.*

**1907.**

May 20. Police, schedule B, class 3.
20. Foremen of laborers, inspectors of work, schedule B, class 6.
20. Engineers and janitors of public buildings, schedule B, class 8.
20. Fire, schedule B, class 9.
24. Clerks, messengers, schedule A, classes 1 and 2.

*Holyoke.*

**1908.**

Feb. 6. Clerks, messengers, schedule A, classes 1 and 2.
6. Foremen of laborers, inspectors of work, schedule B, class 6.
7. Police, schedule B, class 3.
7. Engineers and janitors of public buildings, schedule B, class 8.
7. Fire, schedule B, class 9.

*Hyde Park.*

**1908.**

Jan. 23. Police, schedule B, class 3.

*Lawrence.*

**1908.**

Jan. 6. Police, schedule B, class 3.
6. Foremen of laborers, inspectors of work, schedule B, class 6.
6. Engineers and janitors of public buildings, schedule B, class 8.
7. Fire, schedule B, class 9.
17. Clerks, messengers, schedule A, classes 1 and 2.

*Lowell.*

**1907.**

Apr. 1. Police, schedule B, class 3.

**1908.**

Feb. 28. Clerks, messengers, schedule A, classes 1 and 2.
Mar. 2. Foremen of laborers, inspectors of work, schedule B, class 6.
2. Engineers and janitors of public buildings, schedule B, class 8.
2. Fire, schedule B, class 9.

*Lynn.*

**1907.**

June 12. Engineers and janitors of public buildings, schedule B, class 8.
Oct. 28. Clerks, messengers, schedule A, classes 1 and 2.
Nov. 14. Police, schedule B, class 3.
14. Foremen of laborers, inspectors of work, schedule B, class 6.
14. Engineers and janitors of public buildings, schedule B, class 8.
15. Fire, schedule B, class 9.

*Malden.*

**1907.**

Oct. 18. Clerks, messengers, schedule A, classes 1 and 2.

**1908.**

Mar. 4. Police, schedule B, class 3.
4. Foremen of laborers, inspectors of work, schedule B, class 6.
5. Engineers and janitors of public buildings, schedule B, class 8.
5. Fire, schedule B, class 9.

*Marlborough.*

**1907.**

June 10. Fire, schedule B, class 9.

**1908.**

Feb. 24. Clerks, messengers, schedule A, classes 1 and 2.
24. Police, schedule B, class 3.

1908.

Feb. 24. Foremen of laborers, inspectors of work, schedule B, class 6.
24. Engineers and janitors of public buildings, schedule B, class 8.

*Medford.*

1908.

Mar. 11. Police, schedule B, class 3.
11. Foremen of laborers, inspectors of work, schedule B, class 6.
11. Engineers and janitors of public buildings, schedule B, class 8.
12. Clerks, messengers, schedule A, classes 1 and 2.
12. Fire, schedule B, class 9.

*Melrose.*

1907.

May 3. Clerks, messengers, schedule A, classes 1 and 2.
3. Police, schedule B, class 3.
3. Foremen of laborers, inspectors of work, schedule B, class 6.
4. Engineers and janitors of public buildings, schedule B, class 8.
4. Fire, schedule B, class 9.

*Milton.*

1907.

Dec. 23. Police, schedule B, class 3.
23. Fire, schedule B, class 9.

*New Bedford.*

1907.

May 13. Police, schedule B, class 3.
13. Foremen of laborers, inspectors of work, schedule B, class 6.
14. Engineers and janitors of public buildings, schedule B, class 8.
14. Fire, schedule B, class 9.
Oct. 14. Clerks, messengers, schedule A, classes 1 and 2.

*Newburyport.*

1907.

Oct. 21. Clerks, messengers, schedule A, classes 1 and 2.
21. Police, schedule B, class 3.
21. Foremen of laborers, inspectors of work, schedule B, class 6.
22. Engineers and janitors of public buildings, schedule B, class 8.
22. Fire, schedule B, class 9.

*Newton.*

1907.

Apr. 29. Police, schedule B, class 3.
29. Foremen of laborers, inspectors of work, schedule B, class 6.
29. Engineers and janitors of public buildings, schedule B, class 8.
30. Clerks, messengers, schedule A, classes 1 and 2.
30. Fire, schedule B, class 9.

*North Adams.*

1907.

June 5. Clerks, messengers, schedule A, classes 1 and 2.
5. Police, schedule B, class 3.
5. Engineers and janitors of public buildings, schedule B, class 8.
5. Foremen of laborers, inspectors of work, schedule B, class 6.
5. Fire, schedule B, class 9.

*Northampton.*

1907.

Nov. 18. Clerks, messengers, schedule A, classes 1 and 2.
18. Police, schedule B, class 3.
18. Foremen of laborers, inspectors of work, schedule B, class 6.
18. Engineers and janitors of public buildings, schedule B, class 8.
18. Fire, schedule B, class 9.

*Pittsfield.*

1907.

May 7. Clerks, messengers, schedule A, classes 1 and 2.
7. Police, schedule B, class 3.
7. Foremen of laborers, inspectors of work, schedule B, class 6.
8. Engineers and janitors of public buildings, schedule B, class 8.
8. Fire, schedule B, class 9.

*Quincy.*

1907.

Apr. 22. Clerks, messengers, schedule A, classes 1 and 2
23. Police, schedule B, class 3.
23. Foremen of laborers, inspectors of work, schedule B, class 6.
23. Fire, schedule B, class 9.

1908.

Feb. 19. Engineers and janitors of public buildings, schedule B, class 8.

*Revere.*

**1908.**

Jan. 23. Police, schedule B, class 3.
23. Fire, schedule B, class 9.

*Salem.*

**1908.**

Jan. 27. Police, schedule B, class 3.
27. Foremen of laborers, inspectors of work, schedule B, class 6.
27. Engineers and janitors of public buildings, schedule B, class 8.
27. Fire, schedule B, class 9.
29. Clerks, messengers, schedule A, classes 1 and 2.

*Somerville.*

**1907.**

Dec. 17. Police, schedule B, class 3.
18. Fire, schedule B, class 9.

**1908.**

Jan. 16. Foremen of laborers, inspectors of work, schedule B, class 6.
16. Engineers and janitors of public buildings, schedule B, class 8.
Feb. 17. Clerks, messengers, schedule A, classes 1 and 2.

*Springfield.*

**1907.**

May 16. Police, schedule B, class 3.
17. Engineers and janitors of public buildings, schedule B, class 8.

**1908.**

Jan. 31. Fire, schedule B, class 9.
Mar. 6. Clerks, messengers, schedule A, classes 1 and 2.
6. Foremen of laborers, inspectors of work, schedule B, class 6.

*Taunton.*

**1907.**

Dec. 2. Foremen of laborers, inspectors of work, schedule B, class 6.
2. Fire, schedule B, class 9.
4. Clerks, messengers, schedule A, classes 1 and 2.
4. Police, schedule B, class 3.
4. Engineers and janitors of public buildings, schedule B, class 8.

*Waltham.*

**1907.**

June 27. Fire, schedule B, class 9.
Nov. 11. Police, schedule B, class 3.

**1908.**

Jan. 20. Clerks, messengers, schedule A, classes 1 and 2.
20. Foremen of laborers, inspectors of work, schedule B, class 6.
20. Engineers and janitors of public buildings, schedule B class 8.

*Woburn.*

**1907.**

Nov. 7. Clerks, messengers, schedule A, classes 1 and 2.
7. Fire, schedule B, class 9.
8. Police, schedule B, class 3.
8. Foremen of laborers, inspectors of work, schedule B, class 6.
8. Engineers and janitors of public buildings, schedule B, class 8.

*Worcester.*

**1907.**

Oct. 10. Police, schedule B, class 3.
Nov. 12. Fire, schedule B, class 9.
Dec. 12. Clerks, messengers, schedule A, classes 1 and 2.
13. Foremen of laborers, inspectors of work, schedule B, class 6.
13. Engineers and janitors of public buildings, schedule B, class 8.

## INSTRUCTIONS TO APPLICANTS AND ELIGIBLES.

A person desiring to be examined for a position in the classified service should file an application on the prescribed blank, and a form for that purpose can be obtained at the office of the commission, room 152, State House, Boston, or of the secretary of the local board of examiners in the city where he lives.

Applications for the service of the Commonwealth and of the city of Boston should be filed in the office of the commission, Boston; if for service in any city other than Boston they should be filed with the secretary of the board of civil service examiners in such city.

Applications will be received at any time, and notice of the time and place of examination will be seasonably sent to each applicant. If unable to attend the first examination after applying, the applicant will, upon satisfactory explanation, be notified to attend the next examination.

Non-competitive examinations are not given when it is practicable to establish an eligible list by competition, and they are never held at the request of an applicant.

The commission cannot furnish information as to the course of preparation which applicants should follow (except as shown by the specimen examination papers printed in the annual report), nor can inquiries be answered in relation to cases which are not before the commission for consideration, or decisions made, except in the cases of actual applicants, upon questions respecting the application of the rules. Particular answers cannot be given to inquiries which are answered herein, directly or by implication.

Notice will be sent by mail to each examined applicant of the result of his examination as soon after the examination as it is practicable to do so.

The names of persons who have passed the required examination will remain on the eligible list two years from the date of their certificate, unless dropped therefrom after certification three times, or removed from said list for cause.

Applicants for clerical service whose names have been placed on the eligible list in Class 2 of Schedule A may also, *upon request in*

*writing*, have their names placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

Applicants for clerical service in the departments of the Commonwealth whose names have been placed on the eligible list may, *upon request in writing*, have their papers marked by the local board of examiners of the city in which they reside, and their names placed on the eligible list for service in the departments of such city, and *vice versa*.

Persons whose names have been placed on the eligible list in Class 1 of Schedule B (prison service), and who have been certified for appointment, will be subjected to a physical examination if the appointing officer so requests.

The relative standing of any applicant as compared with that of others on the same eligible list may be changed by the addition of names of persons who have obtained higher standing at some more recent examination, and the time of the examination is not considered in making certifications.

Eligibles are certified in the order of their grade, and nothing can help and nothing can hinder their certification for appointment in the order of eligibility as prescribed by the civil service rules.

The commission is unable to answer inquiries as to vacancies in the service, salaries, prospects of certification, appointment or promotion. Nothing is known of vacancies until requisitions are received to certify names for filling them, and it can only be generally said that the highest mark possible is 100, the lowest which gives eligibility is 65, and that the nearer the applicant's mark is to 100 the more likely it is that his name will be reached for certification. It is wholly uncertain, therefore, when an applicant's name may be reached for certification, and it is useless to speculate on what his chances may be.

*Applicants will save the commissioners and themselves time and trouble by carefully reading the foregoing and preserving it for reference.*

WARREN P. DUDLEY,
*Secretary.*

# SPECIMEN NOTICE OF EXAMINATION.

[Prepared under chapter 277, Acts of 1906.]

MASSACHUSETTS CIVIL SERVICE.

EXAMINATION.

By order of the Massachusetts Civil Service Commission, a competitive examination for the Commonwealth service will be held at the State House, Boston, Jan. 17, 1907, to fill the positions of superintendents and clerks in the free employment offices established, and to be established, in cities of the Commonwealth, under chapter 435 of the Acts of 1906; also similar positions, as they may occur.

There are now four places to be filled, as follows: —

| | |
|---|---|
| A superintendent, at a salary of . . | $1,500 per annum. |
| One clerk, at a salary of . . . | 1,400 per annum. |
| Two clerks at a salary of . . . | 780 per annum. |

Persons having a speaking knowledge of either Polish, Italian, French, Yiddish or any other foreign language are urged to apply, as some of the requisitions call for persons possessing those special qualifications. The examination at the present time, however, will be similar to the regular clerical examination, Schedule A, Class 2; but there will be additional papers on experience, and on knowledge of such labor laws of Massachusetts as are comprised in the Revised Laws, chapter 106, sections 8 to 44 inclusive, and sections 56 to 70 inclusive, and in chapter 435 of the Acts of 1902 and chapters 383 and 499 of the Acts of 1906.

[NOTE. — The above statutes can be obtained in pamphlet form through the office of the Massachusetts Bureau of Statistics of Labor at the State House, or can be found in the statute books in the Public Library and elsewhere.]

Blank applications can be obtained by applying to the Civil Service Commission, Room 152, State House, Boston, and when filled out must be filed in the office of the commission on or before Jan. 12, 1907.

WARREN P. DUDLEY,
*Secretary.*

DEC. 17, 1906.

# SPECIMEN EXAMINATION PAPERS.

[NOTE.—The following are merely sample papers of examinations given in the past. The commission may at any time change the nature of the examination for any position, add other and different subjects, or omit any of the subjects herein given.]

## SCHEDULE A — CLASS 1.*

**[Limited Examination.]**

*Clerical Service.*

*First Subject:*

Writing from dictation.

One of the examiners will read, so distinctly that each person being examined can hear him, one of the exercises for dictation. In general, not more than twenty words per minute will be read, nor more than five or six words without pause. After the reading, five minutes will be allowed for punctuation.

[*To Applicant.* Write as much as you can of the passage read. If from any cause you miss a word, do not pause, but go on with the next words you hear. *Write clearly; spell and punctuate correctly. Use no abbreviations.*]

Spelling. Usually twenty words, announced by the examiner.

Rough draft. Making a fair transcription of the rough draft of a letter or report, writing out all abbreviations in full, and inserting the added or corrected parts in their proper places. *No changes in punctuation or capitals are to be made.*

Handwriting; shown in copying rough draft.

*Second Subject:*

1. Write in figures the following number: —

   One hundred two million thirteen thousand five.

   Write in words the number expressed by the following figures: — $20{,}010{,}003\frac{42}{95}$

2. Add these *across*, placing the total in the space indicated; then add the totals: —

| | | | | | | Totals. |
|---|---|---|---|---|---|---|
| 16,385 | 8,534 | 19,653 | 30,016 | 29,868 | 14,464 | |
| 14,627 | 17,437 | 18,438 | 3,741 | 22,972 | 18,988 | |
| 13,206 | 67,433 | 34,965 | 12,674 | 32,905 | 3,276 | |
| 16,389 | 27,865 | 32,476 | 18,430 | 33,301 | 18,655 | |
| 15,826 | 18,866 | 24,069 | 18,865 | 13,796 | 24,397 | |

* To become eligible, applicants who take the limited examination must obtain sixty-five per cent. in each subject.

Specimen "rough draft" referred to in examination papers of clerks and messengers.

It was predicted by ~~the~~ those who advocated the enactment ~~advocates~~ of the civil-service law that the temptation to make removals would gradually disappear with the power to control appointments to thus made vacant positions. This prediction has been largely fulfilled. The civil-service act did not ~~provide for retaining~~ intend that incompetent persons should be retained in office. The authority of removal and its exercise for proper reasons are necessary for the efficiency and the discipline of the service. The power of removal is not affected by the rules or the law further than ~~except~~ that ~~no~~ removals shall not be made for religious or political reasons. The results under the ~~new~~ system are in every respect more satisfactory than

Unjust removal of the/

Should be retained/

tr. public/

tr.

tr. present/

old/ under the ~~other~~ system.

in the rules/ There are restrictions in regard

persons/ to the reinstatement of ~~those~~

who have been dismissed ~~removed~~ for

delinquencies or misconduct,

while under the old system inefficient employees,

& persons

who should have been discharged

in office for delinquencies or misconduct, were not only kept without

regard to their failings, but

dismissed/ when some of them were ~~discharged~~

for proper ~~good~~ reasons, they often had suf-

political or other/ ficient influence to get back into ~~return to~~

the service. Such reinstate-

ments cannot now be made under

civil-service/ the ~~present~~ rules

3. What is the sum of $\frac{3}{4}$, $\frac{5}{9}$, $\frac{21}{12}$ and $\frac{23}{24}$? *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.

   If a foot rule should be shortened $2\frac{1}{3}$ inches at one end and $\frac{3}{8}$ of an inch at the other, what would be the length of the remainder? *Give the work in full.*

4. Divide three-sixteenths by two-fifths, and change the result to a decimal. *Give the work in full.*

   To four thousand one hundred five millionths add two and fifteen thousandths. *Give the work in full.*

5. Multiply .0025 by 1.0017. *Give the work in full.*

   Divide one hundred by three and one hundred twenty-five thousandths. *Give the work in full.*

6. What will be the cost of carpeting a room 14 feet long, 12 feet wide, with carpet 1 yard wide, worth $1.25 per yard, with 10 cents per yard added for putting down? *Give the work in full.*

7. If $13\frac{1}{4}$ yards of cloth cost $39.75, how many yards can be bought for $279.25? *Give the work in full.*

8. If $\frac{2}{3}$ of a man's money is $200 less than $\frac{5}{7}$ of it, how much has he? *Give the work in full.*

9. A house which cost $5,000 rents for $25 a month, and the owner pays 2 per cent. on $\frac{3}{5}$ of its value in taxes and $25 a year for repairs; what per cent. does the house pay? *Give the work in full.*

10. A piece of property pays a tax of $129.01, which is at the rate of $13.30 per thousand dollars. What is the value of the property? *Give the work in full.*

*Third Subject:*

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

*The letter should be signed with the applicant's number, not his name.*

## Schedule A — Class 2.*

[General Examination.]

*Clerical Service.*

*First Subject:*

Writing from dictation.

One of the examiners will read, so distinctly that each person being examined can hear, one of the exercises for dictation. In general, not more than twenty words per minute will be read, nor more than five or six words without pause. After the reading, five minutes will be allowed for reviewing the work.

[*To Applicant.* Write as much as you can of the passage read. If from any cause you miss a word, do not pause, but go on with the next words you hear. *Write clearly; spell and punctuate correctly. Use no abbreviations.*]

Spelling. Usually twenty words, announced by the examiner.

Rough draft. Making a fair copy of the rough draft of a letter or report, writing out all abbreviations in full, and inserting the added or corrected parts in their proper places. *No changes in punctuation or capitals are to be made.*

Handwriting; showu in copying rough draft.

*Second Subject:*

1. Write in figures the following number: —

   Forty million two thousand fifteen and twenty-seven sixty-seconds.

   Write in words the number expressed by the following figures: — 101,000,002.03

2. Add these *across*, placing the total in the space indicated; then add the totals: —

| | | | | | | Totals. |
|---|---|---|---|---|---|---|
| 39,276 | 75,498 | 29,286 | 32,766 | 80,055 | 22,334 | |
| 18,463 | 42,863 | 8,375 | 126,582 | 18,689 | 79,868 | |
| 36,594 | 29,988 | 19,499 | 23,776 | 35,601 | 9,596 | |
| 63,002 | 75,542 | 66,352 | 19,240 | 3,743 | 32,478 | |
| 22,382 | 213,748 | 13,868 | 37,439 | 34,897 | 74,950 | |

* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

3. What number must be added to the sum of $\frac{4}{5}$, $\frac{7}{8}$ and $\frac{11}{12}$ to make $5\frac{89}{120}$? *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers. How many times is $5\frac{1}{3}$ contained in 164? *Give the work in full.*
4. Add eleven ten-thousandths, nine and six millionths, four and twenty-nine hundred-millionths, three hundred fifteen and thirty-seven hundredths, and subtract $17\frac{7}{16}$. *Give the work in full.*
5. A trader bought cows, sheep and horses, 70 in all. There were three times as many horses as cows, and twice as many sheep as horses. How many were there of each? *Give the work in full.*
6. What is the cost of $100\frac{2}{5}$ yards of cloth, if $125\frac{1}{2}$ yards cost $263.75? *Give the work in full.*
7. If six-tenths of a cord of wood cost three-fourths as much as a ton of coal, how many tons of coal are equal in value to $5\frac{1}{4}$ cords of wood? *Give the work in full.*
8. If $9\frac{1}{2}$ acres of land produce $256\frac{1}{2}$ bushels of wheat, how many acres will it require to produce 1,500 bushels? *Give the work in full.*
9. A house rents for $60 a month; the taxes and expenses are $108 a year, and the owner realizes 6 per cent. clear profit a year on the money he paid for the house. What did he pay for it? *Give the work in full.*
10. By selling a horse for $125.32 I make a profit of 4 per cent. If I had sold him for $118.09, what per cent. should I have lost on the cost? *Give the work in full.*

*Third Subject:*

1. Find the interest on $920 for 9 months and 23 days, at the rate of 6 per cent. a year. *Give the work in full.*
2. Find the interest on $280 from Aug. 15, 1891, to Feb. 4, 1892, at 7 per cent. per annum. *Give the work in full.*
3. At compound interest, what will $300 amount to in 2 years and 3 months, at 4 per cent., interest compounded annually. *Give the work in full.*
4. If a note for $560.50, dated June 10, at 6 months, is discounted at a bank August 3, the rate being 6 per cent. a year, what will be the proceeds? *Give the work in full.*
5. If $270 is the interest on $3,000 for 18 months, what is the rate per annum? *Give the work in full.*

*Fourth Subject:*

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

*The letter should be signed with the applicant's number, not his name.*

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SCHEDULE A — CLASS 3.

*Inspector: Water Department.*

*First Subject:*

State how long you have resided in this city and what your trade or occupation has been since you began to earn your living.

If you have learned a trade, state where and under whom you learned it and how long you worked at it.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is.

*Write not less than ten lines. Do not sign your name.*

[On this the applicant is marked for clearness and correctness of statement, and for experience.]

*Second Subject:*

1. Write in figures the following number: —
   One hundred eleven thousand three hundred six.
   Write in words the number expressed by the following figures: — 49,852
2. Add the following column of figures: — 27,896
   35,427
   12,397
   75,556
   29,872
   12,387

3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth $125 apiece must be given for a farm worth $11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee at $28\frac{3}{8}$ cents a pound? *Give the work in full.*

*Third Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Fourth Subject:*

Questions to test the applicant's knowledge of the water service, causes of waste, etc.

*Fifth Subject:*

Reading a water meter.

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SCHEDULE A — CLASS 3.

*Inspector: Health Department.*

First, second and third subjects: — Letter-writing, spelling, handwriting, arithmetic.

*Fourth Subject:*

Questions relating to the duties of health inspector; contagious diseases; fumigation and purification; ventilation, disinfectants, etc.

[NOTE. — The commission frequently certifies to fill these positions from the eligible list of applicants for police service.]

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SCHEDULE A — CLASS 3.

*Almoner, Agent, Inspector, Visitor: Department of Overseers of the Poor.*

*First Subject:*

Writing from dictation.
Spelling.

*Second Subject:*

Letter-writing.
Experience.

*Third Subject:*

1. Write in figures the following amount: —
   Four thousand six dollars and nine cents.
   Write in words the number expressed by the following figures: — 60,010
2. Add the following column: —

| |
|---|
| $287.46 |
| 1,349.82 |
| 2,386.95 |
| 689.73 |
| 1,055.28 |
| 964.13 |

3. If the salaries of 2,010 teachers amount to $1,055,752.50, what is the average salary of each? *Give the work in full.*
4. A farmer bought 25 cows at $37.75 apiece, and a number of others at $25 apiece; how many cows in the second lot, if the whole cost was $4,668.75? *Give the work in full.*
5. A merchant sold $182\frac{1}{2}$ pounds of sugar, $12\frac{3}{4}$ pounds of cheese and $37\frac{1}{8}$ pounds of tea; how many pounds did he sell in all? *Give the work in full.*

*Fourth Subject:*

Handwriting: shown by copying printed matter.

*Special Subject:*

Questions relating to the settlement and pauper laws, or other suitable subjects.

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## Schedule A — Class 4.

*Stenographer-Typewriter.*

*First Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

*Second Subject:*

1. Write in figures the following number: —
   One hundred three million four thousand two and thirty-one seventy-fifths.
   Write in words the number expressed by the following figures: — 9,001,010.0012

2. Add these *across*, placing the totals in the space indicated; then add the totals: —

| | | | | | | Totals. |
|---|---|---|---|---|---|---|
| 42,753 | 36,840 | 17,865 | 9,476 | 327,685 | 35,782 | |
| 36,415 | 32,264 | 74,322 | 3,482 | 22,690 | 24,969 | |
| 34,820 | 21,140 | 8,742 | 227,865 | 46,650 | 3,764 | |

3. What is the sum of $\frac{23}{84}$, $\frac{5}{7}$, $\frac{5}{6}$, and $\frac{13}{21}$? *Give the work in full*, using the lowest common denominator. *The answer must be in a mixed number.*
4. What is the cost of $19\frac{3}{7}$ tons of coal at $\$5\frac{3}{8}$ a ton? *Give the work in full. Use common fractions.*
5. To fifteen and fifty-three thousandths add six and forty-six ten-thousandths, divide the amount by three-hundredths and subtract three hundred fifty and five-eighths. *Give the work in full. Use decimals.*
6. What fraction multiplied by $3\frac{4}{7}$ equals $\frac{5\frac{1}{6}}{\frac{2}{5}}$? *Give the work in full.*
7. How many cubic yards of stone are contained in a wall 214 feet 4 inches long, 9 feet high and 3 feet 4 inches thick? *Give the work in full.*
8. If a pole $10\frac{1}{3}$ feet high casts a shadow $6\frac{1}{2}$ feet long, what is the height of a house which casts a shadow 39 feet long at the same hour? *Give the work in full.*
9. By selling a house for $8,437.50, I make a profit of $12\frac{1}{2}$ per cent.; what was the cost? *Give the work in full.*
10. If a man sells a horse for $220, he gains 10 per cent.; what per cent. will he gain or lose if he sells it for 10 per cent. less than $220? *Give the work in full.*

*Special Subject:*

Short-hand writing and type-writing. Three tests of skill and accuracy in taking short-hand notes are given, one at the rate of 100 words, one at the rate of 120 and one at the rate of 150 words a minute. These notes are then transcribed by the use of the type-writing machine.

Type-writing printed matter, showing accuracy, speed, and technique.

Transcribing rough draft of a report, making corrected copy of a rough, unpunctuated letter, and tabulating.

### Schedule A — Classes 1 and 2.

*Messengers.*

For positions as messengers, where the annual pay is at the rate of $800 or less, the same examination as for Schedule A, class 1.

For positions as messengers, where the annual pay is at the rate of more than $800, the same examination as for Schedule A, class 2.

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### Schedule B — Class 1.

*Prison Service.*

*First Subject:*

Writing from memory the substance of matter orally communicated.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.
8. Have you ever had the handling of men, either in public office or private employment?

*Third Subject:*

1. Write in figures the following amount: —
   Seventy-two thousand forty-five dollars and sixty cents.
   Write in words the number expressed by the following figures: — 21,015
2. Add the following column: —

| |
|---|
| $2,986.43 |
| 3,789.96 |
| 1,987.49 |
| 2,834.97 |
| 1,996.84 |
| 2,487.69 |

3. A man with $2,500 in his pocket buys 4,158 pounds of tea at $0.58 a pound; how much money will he have left? *Give the work in full.*
4. A man sold 816 houses at $930 each; how many horses at $316.20 each can he buy with the money he received for the houses? *Give the work in full.*
5. A man sold 12 horses, which cost him $2,700, for $3,132; how much did he gain on each horse? *Give the work in full.*
6. How many feet are there in $5\frac{3}{4}$ miles, there being 5,280 feet in a mile? *Give the work in full.*

*Fourth Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

[Note. — Applicants may also be required to pass a physical examination.]

### Schedule B — Class 1.

*Metropolitan Park Police.**

The same tests, educational, physical and in strength, as are applied to applicants for the police force of Boston, Schedule B, Class 4.

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### Schedule B — Class 2.

*Fire Department of Boston.*

*First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the Civil Service Commission, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, the exact nature of your duties in each case, the pay received and the length of time at each service. *Write not less than ten lines of matter. Sign the letter with your number, not your name.*

Have you ever done fire duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, requested to resign or resigned while under charges; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any other experience, which, in your opinion, particularly fits you for the fire service? If so, state the same fully.

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* Each applicant for metropolitan park police service will be examined upon definitions of crimes, descriptions of legal papers and the duties of police officers, and he is entitled to receive from the commission a pamphlet containing the necessary information, after filing his application.

When were you born? Give month, day and year.

Have you ever served in the army, navy or volunteer militia? If so, name the vessel, or regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign. Give date of enlistment and discharge in each case.

Have you ever been convicted, fined, imprisoned or placed on probation for the violation of the laws of this or any other State or nation, or of the by-laws or ordinances of any city or town? If so, make a full statement of all cases, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been or are you now a dealer in intoxicating iquors, or a bar-tender? If so, when, where, for whom and for how long?

Do you hold a State license as engineer or fireman? If so, state the class and date of license.

Have you ever had the care of horses in a stable, and are you a skillful driver? If so, state names of employers, when and how long employed, kinds of teams you have driven and how many horses you have taken care of. Can you furnish certificates as to the same, and, if so, from whom?

*Third Subject:*

1. Write in figures the following number: —
   Ten thousand sixteen dollars and three cents.
   Write in words the number expressed by the following figures: — 11,006
2. Add the following column: —

| |
|---|
| $2,743.14 |
| 1,967.42 |
| 3,742.87 |
| 658.45 |
| 1,592.18 |
| 1,898.09 |

3. A man paid $2,750 for a farm, $125 for drainage and $87.75 for repairs; he then sold it for $3,150.50. What was his profit by the transaction? *Give the work in full.*
4. A five-dollar bill was given to pay for 16.4 pounds of cheese at $0.125 per pound. What change should the purchaser receive? *Give the work in full.*
5. How much coffee at 36 cents a pound can be bought for $39.72? *Give the work in full.*

6. What will 125 pounds of sugar cost at $6\frac{2}{5}$ cents a pound? *Give the work in full.*

*Fourth Subject:*

* Questions relating to the duties of a fireman, as prescribed by the fire commissioner.

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* Each applicant for fire service will be examined upon the duties of the office for which he applies, and he is entitled to receive from the Civil Service Commission a pamphlet containing the necessary information, after filing his application.

# PHYSICAL EXAMINATION.

## Schedule B — Class 2.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name?
6. What is your mother's full name?

*Certificate of Examining Physician.*

| | |
|---|---|
| 1. Eyes. Is the sight good?<br>Reject if eyesight is below the following formula: $^{15}/_{20}$ vision with one eye and $^{15}/_{50}$ of the other; both eyes less than $^{15}/_{20}$. | |
| 2. Ears. Is the hearing good?<br>Reject for defective hearing. | |
| 3. Teeth. Are the teeth insufficient or defective?<br>Reject if the applicant has insufficient or defective teeth; provided, however, that if he furnishes within thirty days from such rejection a certificate from some reputable dentist that his teeth have been put in proper condition for mastication, his name will be placed on the eligible list. | |
| 4. Lungs. Are there any indications of disease of the organs of respiration or their appendages?<br>Reject if any are found. | |
| 5. Heart. Are there any indications of disease of the heart or of the blood vessels?<br>Reject if any are found. | |
| 6. Spine. Is the spine crooked?<br>Reject for crooked spine, either anterior or lateral. | |
| 7. Hands. Has the applicant lost either or both of his thumbs or any of his fingers?<br>Reject for loss of thumb or any part thereof.<br>Reject for loss of forefinger of either hand or any part thereof above the distal joint.<br>Reject for loss of distal phalanx of any two fingers. | |

| | |
|---|---|
| 8. FEET. Is the applicant flat-footed, or has he any other malformation or disease of the feet, or has he lost any of his toes?<br>Reject for malformation of a foot that would impair usefulness.<br>Reject for weak arch, such as would be liable to break down.<br>Reject for bunions, if large and show evidence of inflammation.<br>Reject for loss of big toe.<br>Reject for loss of toe or toes other than big toe, if such loss interferes with walking. | |
| 9. HERNIA. Has the applicant hernia?<br>Reject for either complete or incomplete. | |
| 10. VARICOSE VEINS. Has the applicant varicose veins?<br>Reject if found. | |
| 11. OBESITY. Is the applicant obese?<br>Reject for excessive weight over 200 lbs. when excess is due to fat, or for obesity whatever the weight.<br>Reject if the applicant is extremely thin for his height. | |
| 12. PHTHISIS, SCROFULA AND RHEUMATISM. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula or rheumatism?<br>Reject if found. | |
| 13. SYPHILIS AND GONORRHEA. Does the applicant display any evidence of having or having had syphilis or gonorrhea?<br>Reject if he displays any evidence of having or having had these diseases. | |

REMARKS.

I hereby certify that I have this day examined the above-named applicant, that the above is a truthful record of the examination, and that he is of robust constitution, and is , in my opinion, physically qualified to perform the duties of a fireman in the city of Boston.

, *Physical Inspector.*

190 .

## Examination in Strength.

*Applicant for Fire Service.*

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name? (Give name, whether living or dead.)
6. What is your mother's full name? (Give name, whether living or dead.)

### IDENTIFICATION.

Weight. Height. Ft. In.

(The examiner will check an appropriate description of the applicant from the following list.)

**Hair.**

Color, { black, brown, auburn, blonde, streaked, gray,

Appearance, { thick, thin, straight, curly,

**Forehead.**

{ perpendicular, receding, bulging, broad, medium, narrow, low, high,

**Eyes.**

Color, { unpigmented, yellow, orange, chestnut, maroon in circle, " general, pure maroon,

**Nose.**

{ straight, concave, convex,

Base, { horizontal, depressed, elevated,

Size, { large, medium, small,

### IDENTIFICATION—Con.

**Mouth.**

Lips, { thick, thin, upper, prominent, lower, " without border, with wide " angles, depressed, " elevated,

**Chin.**

{ straight, receding, projecting, square, oval,

### EXAMINATION IN STRENGTH.

| | Strength Tests. | Per Cent. | Weight. | Product |
|---|---|---|---|---|
| Strength of back, . . | | | 5 | |
| Strength of legs, . . | | | 5 | |
| Strength of upper arm, H. P. | | | 5 | |
| Strength of fore arm, R. L. | | | 5 | |
| Pectorals, . . . . | | | 1 | |
| Traction pull, . . . | | | 3 | |
| Dumb-bells, . . . | | | 3 | |
| Abdominal muscles, . | | | 5 | |
| Adductors, . . . | | | 1 | |
| Ladder, . . . . | | | 5 | |
| Rope, . . . . . | | | 5 | |
| Agility, . . . . | | | 6 | |
| Condition, { excellent, good, . poor, . } | | | 1 | |
| | | | 50 | |
| Average per cent. in strength, . | | | . | |

### Scars.

Face,

Hands,

### Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

*Physical Inspector.*

## Schedule B — Class 3.

*Police of Cities other than Boston.*

*First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of the city, giving as complete an account as possible of your school experience; also of the occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force.

*Third Subject:*

1. Write in figures the following number: —
   Twenty thousand six hundred five.
   Write in words the number expressed by the following figures: — 6,010
2. Add the following column: —

| |
|---|
| $287.54 |
| 195.87 |
| 349.63 |
| 101.25 |
| 246.80 |
| 328.42 |

3. If a man's yearly income is $1,200, and he spends $20 a week, how much can he save in one year? *Give the work in full.*
4. How many hogs can be bought for $1,076.25, if each hog cost $5.25? *Give the work in full.*
5. What will $8\frac{2}{3}$ pounds of tea cost at 66 cents a pound? *Give the work in full.*
6. How many quarts of milk, at 7 cents a quart, will pay for 35 pounds of sugar at 5 cents a pound? *Give the work in full.*

*Fourth Subject:*

* Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

[NOTE. — Applicants will be required to pass a physical examination and an examination in strength, similar to those required of applicants for police service in Boston, Schedule B, Class 4.]

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* Each applicant for police service in any city will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the Board of Examiners a pamphlet containing the necessary information, after filing his application.

SCHEDULE B — CLASS 3.

*District Police. — Inspection Department.*

*First Subject:*

The answers to the questions on this sheet will be marked under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Inspector in the District Police Force, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Third Subject:*

1. Write in figures the following number: —
   Fifteen million four thousand fifty-one.
   Write in words the number expressed by the following figures: — 6,201,504

2. Add the following column of figures: — 131,042
275,634
187,965
98,325
346,424
764,326

3. Add together $2\frac{7}{15}$, $4\frac{5}{9}$, $3\frac{1}{6}$. *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.

   Multiply $25\frac{2}{7}$ by $3\frac{1}{3}$. *Give the work in full.*

4. Add together 201.23, 36.5 and .693; divide the sum by 4, and subtract 18.59896 from the product. *Give the work in full.*

5. How many square yards are there in a plot of ground 165 feet long and 150 feet wide? *Give the work in full.*

6. How many cubic feet will there be in a tank 16 feet 3 inches long, 9 feet 6 inches wide and 6 feet deep? *Give the work in full.*

*Fourth Subject:*

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

[NOTE. — Applicants will also be required to pass a physical examination.]

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SCHEDULE B — CLASS 3.

*Detective Force of District Police.*

*First Subject:*

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. *Sign the letter with your number, not your name.*

*Second Subject:*

1. Write in figures the following number: —

   Fifteen thousand seven hundred one.

   Write in words the number expressed by the following figures: — 10,010

2. Add the following column of figures: — 26,954
17,683
10,857
18,642
25,395
32,963

3. If a man should buy a lot of land for $20,000, and sell it for $18,775, how much would he lose by the transaction? *Give the work in full.*

4. If 35 hogs cost $394.45, what is the cost of each hog? *Give the work in full.*

5. When eggs cost 35 cents a dozen, what is the cost of 648 eggs? *Give the work in full.*

6. What will 45 pounds of sugar cost at $8\frac{1}{3}$ cents a pound? *Give the work in full.*

*Third Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Fourth Subject:*

Questions relating to crimes, criminal processes, legal papers and methods of procedure which officers must know about in the prosecution of criminal cases.

[NOTE. — Applicants will also be required to pass a physical examination.]

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SCHEDULE B — CLASS 4.

*Police Force of Boston.*

*First Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force of Boston.

*Third Subject:*

1. Write in figures the following amount: —

   Ten thousand five dollars and two cents.

   Write in words the number expressed by the following figures: — 9,002

2. Add the following column: —

| |
|---|
| $1,865.43 |
| 3,459.12 |
| 1,865.42 |
| 999.85 |
| 2,394.12 |
| 1,164.10 |

3. A man paid $4,162.50 for a farm, $137.50 for drainage and $250.75 for repairs; he then sold it for $4,850.50. What was his profit by the transaction? *Give the work in full.*
4. A ten-dollar bill was given to pay for 18.4 pounds of coffee at $0.325 per pound. What change should the purchaser receive? *Give the work in full.*
5. How much coffee at 39 cents a pound can be bought for $27.56? *Give the work in full.*
6. What will 220 pounds of sugar cost at $7\frac{2}{5}$ cents a pound? *Give the work in full.*

*Fourth Subject:*

* Questions relating to the duties of a police officer, as prescribed by the Board of Police, definitions of crimes, descriptions of legal papers, statutory law, etc.

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* Each applicant for police service will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the civil service commission a pamphlet containing the necessary information, after filing his application.

# PHYSICAL EXAMINATION.

## Schedule B — Class 4.

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name?
6. What is your mother's full name?

*Certificate of Examining Physician.*

| | |
|---|---|
| 1. Eyes. Is the sight good?<br>Is the applicant color-blind?<br>Reject if eyesight is below the following formula: 15/20 vision with one eye and 13/50 of the other; both eyes less than 15/20. | |
| 2. Ears. Is the hearing good?<br>Reject for defective hearing. | |
| 3. Teeth. Are the teeth insufficient or defective?<br>Reject if the applicant has insufficient or defective teeth; provided, however, that if he furnishes within thirty days from such rejection a certificate from some reputable dentist that his teeth have been put in proper condition for mastication, his name will be placed on the eligible list. | |
| 4. Lungs. Are there any indications of disease of the organs of respiration or their appendages?<br>Reject if any are found. | |
| 5. Heart. Are there any indications of disease of the heart or of the blood vessels?<br>Reject if any are found. | |
| 6. Spine. Is the spine crooked?<br>Reject for crooked spine, either anterior or lateral. | |
| 7. Hands. Has the applicant lost either or both of his thumbs or any of his fingers?<br>Reject for loss of thumb or any part thereof.<br>Reject for loss of forefinger of either hand or any part thereof above the distal joint.<br>Reject for loss of distal phalanx of any two fingers. | |

| | |
|---|---|
| 8. FEET. Is the applicant flat-footed, or has he any other malformation or disease of the feet, or has he lost any of his toes?<br>Reject for malformation of a foot that would impair usefulness.<br>Reject for flat feet or weak arch, such as would be liable to break down.<br>Reject for bunions, if large and show evidence of inflammation.<br>Reject for loss of big toe.<br>Reject for loss of toe or toes other than big toe, if such loss interferes with walking. | |
| 9. HERNIA. Has the applicant hernia?<br>Reject for either complete or incomplete. | |
| 10. VARICOSE VEINS. Has the applicant varicose veins?<br>Reject if found. | |
| 11. OBESITY. Is the applicant obese?<br>Reject for excessive weight over 200 lbs. when excess is due to fat, or for obesity whatever the weight.<br>Reject if the applicant is extremely thin for his height. | |
| 12. PHTHISIS, SCROFULA AND RHEUMATISM. Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula or rheumatism?<br>Reject if found. | |
| 13. SYPHILIS AND GONORRHEA. Does the applicant display any evidence of having or having had syphilis or gonorrhea?<br>Reject if he displays any evidence of having or having had these diseases. | |

REMARKS.

_____

_____

_____

_____

I hereby certify that I have this day examined the above-named applicant, that the above is a truthful record of the examination, and that he is of robust constitution, and is , in my opinion, physically qualified to perform the duties of a policeman in the city of Boston.

, *Examining Physician.*

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## Examination in Strength.

*Applicant for Police Service.*

[The applicant will answer the six following questions.]

1. What is your full name?
2. What is your present address?
3. Where were you born?
4. What is the date of your birth?
5. What is your father's full name? (Give name, whether living or dead.)
6. What is your mother's full name? (Give name, whether living or dead.)

### IDENTIFICATION.

Weight. Height. Ft. In.

(The examiner will check an appropriate description of the applicant from the following list.)

**Hair.**

Color, { black, brown, auburn, blonde, streaked, gray,

Appearance, { thick, thin, straight, curly,

**Forehead.**

{ perpendicular, receding, bulging, broad, medium, narrow, low, high,

**Eyes.**

Color, { unpigmented, yellow, orange, chestnut, maroon in circle, " general, pure maroon,

**Nose.**

{ straight, concave, convex,

Base, { horizontal, depressed, elevated,

Size, { large, medium, small,

**Scars.**

Face,

Hands,

### IDENTIFICATION—Con.

**Mouth.**

Lips, { thick, thin, upper, prominent, lower, " without border, with wide " angles, depressed, " elevated,

**Chin.**

{ straight, receding, projecting, square, oval,

**Remarks.**

### EXAMINATION IN STRENGTH.

| | Strength Tests. | Per Cent. | Weight. | Product. |
|---|---|---|---|---|
| Strength of back, . . | | | 7 | |
| Strength of legs, . . | | | 7 | |
| Strength of upper arm, H. P. | | | 7 | |
| Strength of fore arm, R. L. | | | 7 | |
| Pectorals, . . . . | | | 2 | |
| Traction pull, . . . | | | 3 | |
| Dumb-bells, . . . | | | 4 | |
| Abdominal muscles, . | | | 5 | |
| Adductors, . . . | | | 2 | |
| Agility, . . . . | | | 5 | |
| Condition, { excellent, good, . poor, . } | | | 1 | |
| | | | 50 | |
| Average per cent. in strength, . . | | | | |

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

*Physical Inspector.*

## Schedule B — Class 5.

*Draw-tender of Bridges.*

*First Subject:*

The answers to the questions on this sheet will be marked under the head Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

How long have you followed that trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

Have you ever been a draw-tender or assistant draw-tender? If so, state when, where, for how long, and, if you have left the position, why you left it.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you had any other experience which, in your opinion, fits you for the position you seek? If so, state the same fully.

Can you pull and manage a row-boat?

Are you an expert swimmer, and can you furnish certificates of the same, signed by competent persons?

Do you hold a State license as an engineer? If so, what is the date of it?

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What is the date of your birth?

Where were you born?

*Second Subject:*

1. Write in figures the following: —
   One thousand five hundred and sixty-three dollars and fourteen cents.
2. Write in words the number expressed by the following figures: — 14,368
3. Add the following column of figures: —

| |
|---|
| 1,792 |
| 3,467 |
| 1,823 |
| 3,119 |
| 427 |
| 2,236 |

4. From 21,315 subtract 19,678. *Give the work in full.*
5. Divide 4,968 by 23. *Give the work in full.*
6. Multiply 726 by 54. *Give the work in full.*

*Third Subject:*

Questions relating to the duties which draw-tenders are called upon to perform.

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## Schedule B — Class 6.

*Foremen and Inspectors.*

*First Subject:*

The answers to the questions on this sheet will be marked under the head Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where, how long and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned, and how long you worked at each.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, how long and for whom you worked, and the kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject:*

1. Write in figures the following number: —
   One thousand five hundred sixty-three.
   Write in words the number expressed by the following figures: — 12,207
2. Add the following column of figures: —
   1,743
   876
   1,427
   3,764
   998
   2,507
3. Suppose you have under you 36 men at $1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day? *Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for $37.85? *Give the work in full.*

*Third Subject:*

Foremen and inspectors in the water department.

Questions on trench work, pipe-laying, measurements and materials.

*Third Subject:*

Foremen and inspectors in the sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

*Third Subject:*

Foremen and inspectors in the departments of streets, parks, cemeteries and public grounds.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

*Third Subject:*

Foremen and inspectors in the street cleaning department.

Questions relating to cleaning streets.

*Third Subject:*

Foremen and inspectors in the sanitary department.

Questions relating to the handling of ashes, offal, etc.

*Fourth Subject:*

Foremen and inspectors in all the departments except street cleaning and sanitary.

Questions on ledge work, and the care and use of explosives.

*Fourth Subject:*

Foremen and inspectors in the street cleaning and sanitary departments.

Questions relating to the handling and care of horses.

*Fifth Subject:*

Foremen and inspectors in the departments of streets, parks, cemeteries and public grounds.

Questions on drainage.

Foremen and inspectors of masonry.

Questions relating to construction of brick and stone masonry.

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## Schedule B — Class 7.

*Sub-foreman of Laborers.*

*First Subject:*

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

*Second Subject:*

1. Write in figures the following: —
   One hundred and sixty-three dollars and twelve cents.
2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*
3. If you have $45 and pay out $27 for rent and other expenses, how much will you have left? *Give the work in full.*
4. If a cubic yard of stone costs 88 cents, how many yards can be bought for $39.60? *Give the work in full.*
5. What wages, at $1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day? *Give the work in full.*

*Third Subject:*

Questions relating to general work; the use of tools, reading grade-stakes, tallying, etc.

*Fourth Subject:* (Not obligatory.)

Questions on ledge work; the tools used, care and use of explosives, etc.

*Fourth Subject:*

Sub-foremen in the street cleaning department.

Questions relating to the handling and care of horses.

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## Schedule B — Class 6.

### *Building Inspectors.*

*First Subject:*

The answers to the questions on this sheet will be marked under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statements made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Building Inspector, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject:*

Copying printed matter, thus showing handwriting and accuracy in copying.

*Third Subject:*

Arithmetic.

*Fourth Subject:*

Questions relating to brick and stone masonry, carpentry and iron work.

*Fifth Subject:*

Knowledge of construction as shown by drawing plans to scale.

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SCHEDULE B — CLASS 8.

*Janitors, Engineers and Persons having Charge of School or Other Public Buildings, or of the Heating Apparatus thereof, in Any City.*

*First Subject:*

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

When were you born?

Where were you born?

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, its size, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you now hold a State license as an engineer or fireman? If so, give class and date of license.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

*Second Subject:*

Arithmetic: Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

*Third Subject:*

Copying a printed statement, thus showing handwriting and accuracy in copying.

*Fourth Subject:*

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Each applicant for appointment to a position as engineer is required to exhibit a license from a State Inspector of Steam Boilers.]

[Each applicant for appointment to a position as janitor of a school building where steam heat is used will be required to exhibit a license from a State Inspector of Steam Boilers.]

## Schedule B — Class 9.

*Firemen in Cities other than Boston.*

The examination of applicants for positions as call firemen in cities other than Boston includes: —

1. A pass test in reading and writing, being merely copying in writing a few lines of printed matter.
2. Experience sheet.
3. A physical examination and a strength test.

Equal weight to be given to subjects 2 and 3.

The examination of applicants for positions as permanent firemen includes four subjects, as follows: —

| | |
|---|---|
| 1. Accuracy and government paper, with a weight of . . | 2 |
| 2. Experience paper, with a weight of . . . . . | 4 |
| 3. Knowledge of duties and local data, with a weight of . . | 4 |
| | 10 |
| 4. A physical examination and a strength test, with a weight of . | 15 |
| Total . . . . . | 25 |

[Note. — The physical examination and examination in strength will be similar to those given to applicants for fire service in Boston, Schedule B, Class 2.]

Subject 1 includes one paper, divided into the following topics: —

(*a*) Accuracy test (consisting of copying in writing a few lines of printed matter, and of writing orders from dictation).

(*b*) Simple questions in government.

Subject 2 includes: —

Paper containing detailed questions as to applicant's experience and record, both as fireman and otherwise. (If he desires to apply as a driver, questions as to his knowledge of horses, care of horses and driving; if he desires to apply as an engineer, questions as to his knowledge of and experience with steam engines, or the presentation of State license.)

Subject 3 includes: —

Practical questions relating to the duties of firemen, local data, etc.

SCHEDULE B — CLASS 10.

*Truant Officers of Boston.*

*First Subject:*

Copying printed statement.

Spelling.

*Second Subject:*

The answers to the questions on this sheet will be marked as a whole under the head of EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list.*

1. How long have you resided in this city?
2. Where and in what schools or college did you obtain your education?
3. Give as complete an account as possible of the various occupations in which you have been engaged since you began to earn your own living, the person, firm or corporation by whom employed, the exact nature of your duties in each case, the pay received, and the length of time of each service.
4. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.
5. Are you familiar with any foreign language? If so, state what language it is, and whether you can read, write and speak it.

*Do not sign your name.*

Have you ever been employed in the service of the United States, or of any State, county, city or town? If so, state what office you held, when, where, how long you served, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever served in the army or navy of the United States, or in the volunteer militia? If so, name the regiment and company or vessel, and state when, how long, and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling or supervision of other persons, either in public office or private employment? If so, state how many, and in what kind of work.

Have you ever been convicted of any offence against the laws or ordinances of this or any other State, city, town or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. *If you are a total abstainer, state how long you have abstained.*

What is the date of your birth?

*Third Subject:*

Arithmetic, including addition, subtraction, multiplication and common fractions.

*Fourth Subject:*

Letter writing.

*Subject for Letter.* — If you were a truant officer, what conditions of the house and family in which a delinquent child, under sixteen years of age is found would induce you to apply to a court for a warrant or summons to bring the child to court and complain of him for being a truant or an absentee from school?

What means might be used which might result in the child continuing in school, thus preventing the necessity of asking the court for a warrant or summons?

*Fifth Subject:*

1. (*a*) What children may a manufacturer legally employ in his factory, and what steps must he take to make his employment of children legal?
   (*b*) What is prima facie evidence of the illegal employment of a child in a factory?
   (*c*) What children may a farmer legally employ on his farm, and at what times of day?
2. If a truant officer finds a minor child at work in a factory, what course should he pursue, and what are his rights and duties in case he finds the employment to be illegal?

3. What is an habitual truant, and what course may a truant officer pursue if he finds an habitual truant on the public street at 5 o'clock in the afternoon?
4. What course may a truant officer pursue if he finds a child of twelve years of age, who is not an habitual truant, at home during school hours?
5. What court of law in Boston would you have resort to in case you found a violation of the school attendance law or truant law, and how would you bring the fact of such violation before the court?
6. When may a truant officer act without a warrant?
7. (*a*) Children of what age are required to attend school?
   (*b*) For what time are they required to attend?
   (*c*) Under what circumstances is a child prohibited by statute from attending school?
8. What is the legal obligation of a truant officer having a child under his control, with reference to the child's attendance at school?

[NOTE. — Applicants for positions as truant officers are also required to undergo a physical examination.]

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SCHEDULE B — CLASS 11.

*Superintendents and Assistant Superintendents.*

Handwriting, spelling, letter writing, arithmetic, experience and knowledge of duties.

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SCHEDULE B — CLASS 12.

*Divisions of the Civil Engineering Force.*

Division A, or rodmen: To include chainmen, rodmen and all assistants under whatever designation, except draughtsmen, whose maximum pay does not exceed the rate of $800 per annum.

Division B, or instrument men: To include transitmen, levellers and all assistants under whatever designation, except those covered by Divisions A and E, and whose maximum pay does not exceed the rate of $1,100 per annum.

Division C, or assistant engineers (junior grade): To include engineers and surveyors in responsible charge of work and engi-

neers in charge of designing, whose maximum pay does not exceed the rate of $1,600 per annum.

Division D, or assistant engineers: To include all engineers whose pay exceeds the rate of $1,600 per annum.

Division E,* or draughtsmen (junior grade): To include all assistants whose duties are chiefly those of draughting and whose rate of pay does not exceed $800 per annum.

Division F, or draughtsmen (senior grade): To include all assistants whose duties are chiefly those of draughting and whose pay is at the rate of over $800 and does not exceed $1,300 per annum.

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SCHEDULE B, CLASS 12, DIVISION A* (RODMAN).

Handwriting; shown by copying printed matter.

Spelling; twenty words, announced by one of the examiners.

Education and experience.

The answers to the questions on this sheet will be marked under the heads of EDUCATION and EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is the date of your birth?

State what grammar school, high school, technical school or college you have attended, the dates and length of attendance, the studies pursued and diplomas taken. State any other facts regarding your education which you think may be of service to the examiners.

Have you had any practical experience in the duties of the position for which you apply? If you have, state the particular position or positions you have held; the nature of your duties in each case; where, when, how long and under whom (giving accurately the name and address) you have been so employed.

Are you employed at present? If you are, give the name and address of your employer, state the nature of your duties and the length of time you have held this position. If you are not employed, state how long you have been without employment and the cause for which you last ceased work.

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* The examination for division A and for division E will occupy one day each. The examinations for the other divisions will occupy two days each.

Arithmetic, — including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids.

*Sample Questions.*

1. Add 467 feet $8\frac{1}{2}$ inches, 27 feet $9\frac{7}{8}$ inches, 510 feet $4\frac{1}{8}$ inches and 102 feet $6\frac{5}{8}$ inches, and from the sum subtract 299.52 feet, giving the answer to the nearest eighth of an inch.
2. Multiply two hundred fifty-seven ten-thousandths by forty-nine thousandths.
3. Divide 2,880 by .0036.
4. Add $\frac{10}{11}$, $\frac{123}{125}$ and $\frac{53}{55}$, and reduce the sum to a decimal fraction carried to five places of decimals.
5. A dry brick weighing 4 pounds 6 ounces was immersed in water for twenty-four hours, at the end of which time it was found to weigh 5 pounds $0\frac{1}{2}$ ounce; what per cent. of its own weight was absorbed?
6. A square plot of ground contains 108,900 square feet; what is the length of a side?
7. A rectangular piece of land, 210 feet 3 inches long and 50 feet 9 inches wide, has a ditch 6 feet wide and 4 feet deep, which was dug inside the boundary lines, said lines being the outer edge of the ditch. How many cubic yards of material were removed from the ditch?

Algebra. To and including the solution of simultaneous equations of the second degree.

*Sample Questions.*

1. Multiply $\left(x^2-\frac{x}{3}+\frac{1}{4}\right)$ by $\left(\frac{x}{2}+\frac{1}{4}\right)$.
2. Divide $256\ a^3\ b\ c^2\ x^3$ by $-16\ a^2\ c\ x^2$.
3. Divide a distance of 1,000 feet into three parts, — $A$, $B$ and $C$, such that $A$ shall be 72 feet longer than $B$ and 100 feet shorter than $C$. Solve by algebraic method.
4. Solve the equation $2\sqrt{x}+\frac{2}{\sqrt{x}}=5$.
5. A rectangular field contains 40,960 square feet. If its length were increased by 65 feet and its breadth by 50 feet, its area would be increased by 26,450 square feet. Find the length and breadth of the field.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

*Sample Questions.*

1. One interior angle of a certain triangle contains 43° 19′ 40″; a second interior angle contains 105° 59′ 20″; what is the value of the remaining angle?
2. Choose any three points on paper, and by aid of a sketch explain how, by geometrical construction, you would find the centre of a circle passing through them.
3. What is the length of the circumference of a circle which would enclose an area of 5,000 square feet? $\pi = 3.1416$.
4. If a field have two parallel sides, one of them 356 feet long and the other 407 feet long, the perpendicular distance between them being 96.5 feet, what is the area of the field?
5. A stone in the form of a pyramid 3 feet high, with its base a square 30 inches on a side, will weigh how much, assuming 150 pounds weight to the cubic foot?

Duties. Questions relating to the construction and use of rods, tapes, verniers and other implements and devices. Details of the work of rodmen in the field and office. Definitions of technical terms.

Tracing. Tracing cloth and a plan or a drawing of some engineering structure are furnished the applicant, who will be required to make a tracing in India ink.

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SCHEDULE B, CLASS 12, DIVISION B (INSTRUMENT MAN).

Handwriting.
Spelling.
Education and experience. } Same as Division A.

Algebra. To and including the solution of simultaneous equations of the second degree.

*Sample Questions.*

1. Simplify, as far as possible, the expression $\dfrac{x-1-\dfrac{12}{x+3}}{x-5+\dfrac{12}{x+3}}$
2. Solve the equation $\left(\dfrac{a}{b}+\dfrac{b}{a}\right)x-\left(\dfrac{a}{b}-\dfrac{b}{a}\right)+2x=a.$
3. The circumference of the hind-wheel of a carriage is greater by 4 feet than that of the fore-wheel. In travelling 1,200 yards, the fore-wheel makes 75 revolutions more than the hind-wheel. Find the circumference of each wheel.

4. A man has two square lots of unequal size, together containing 15,025 square feet. If the lots were contiguous, it would require 530 feet of fence to embrace them in a single enclosure of six sides. Find the area of each lot.

5. Solve, for either $x$ or $y$, the simultaneous equations $\begin{cases} x^2 + 3y^2 = 28 \\ x^2 + 2y^2 + xy = 16 \end{cases}$

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

*Sample Questions.*

1. The altitudes of two equilateral triangles are respectively as 3 to 4. Find the ratio of their areas, and give your reasoning.
2. Show how, by geometrical construction, you would divide a given straight line into any required number of equal parts. Give the reasoning upon which you base your construction.
3. Find the length of the perimeter of an equilateral triangle which would enclose one acre.
4. A metal cylinder 5 feet long and 8 inches in diameter is turned down in a lathe to a diameter of 6 inches. Find the total weight of metal removed, assuming 450 pounds per cubic foot.
5. A cone measures 32 feet around the base, and the length of its slope is 8 feet. Find the number of cubic yards it contains.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

*Sample Questions.*

1. What do you understand by the cosine of an angle? By the tangent? By the versed sine? The sine of a certain angle is $\frac{1}{3}$; compute its cosine. What is the cosine of 135°?
2. What do you understand by the base of a system of logarithms? What is the base of the common system? In the common system, what is the logarithm of 1? Of 1,000? Of 0.01?
3. Compute by logarithms:

$$\frac{3.7096 \times 286.51 \times 0.2956}{1633.72}; \quad (23.8464)^3; \quad \sqrt[3]{0.0042937}.$$

4. In a right-angled triangle the hypothenuse measures 154 feet, and one of the acute angles 49° 53′. Compute, by natural functions, the lengths of the sides; determine also the area of the triangle.
5. In an oblique triangle, the angle B measures 19° 21′ 40″, the angle A 103° 35′, and the side opposite B 87.36 feet. Compute, by logarithms, one of the remaining sides.

Duties. Questions relating to the details of the work of the second man in a surveying party, in the field and office, including the construction, adjustment, care and use of the transit and level; compass and stadia surveying; details of surveying and levelling, keeping field notes, measuring and computing earth work. Definition of technical terms.

Plotting. Plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title.

*Sample Question.*

Plot accurately on a scale of 20 feet to an inch, the survey of a lot of land given in the following notes: —

| Station. | Bearing. | Distance. |
|---|---|---|
| 1. | N. 35° 0′ E. | 108.00 feet. |
| 2. | N. 83° 30′ E. | 51.60 " |
| 3. | S. 57° 0′ E. | 88.80 " |
| 4. | S. 34° 15′ W. | 142.00 " |
| 5. | N. 56° 30′ W. | 129.20 " |

Ink-in the plot, mark the bearing and length of each side, and letter the following title, making your own arrangement: "Plan of land belonging to John Smith, December, 1897. Scale, 20 feet to an inch." (Arrange and space all letters, and finish enough in each line to show your skill.)

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SCHEDULE B, CLASS 12, DIVISION C (ASSISTANT ENGINEER, JUNIOR GRADE).

Education and experience. Same as Division A.

Algebra. To and including the solution of simultaneous equations of the second degree.

*Sample Questions.*

1. Find, in as simple form as possible, the value of

$$\left(\frac{2}{3y^2}-\frac{2}{xy}+\frac{3}{2x^2}\right)\div\left(\frac{2}{3y^2}-\frac{3}{2x^2}\right)$$

2. Increase the length of a given rectangle 2 feet, and its width 1 foot, and its area is increased 12 square feet. On the other hand, diminish its length 3 feet, and its width 2 feet, and its area is diminished 11 square feet. What is the perimeter of the rectangle?

3. Francis' formula for the discharge over suppressed weirs is $Q = 3.33\, l\, h^{\frac{3}{2}}$, in which, if $l$ and $h$ are in feet, $Q$ is in cubic feet per second. If $h$ be 0.324 foot, what value of $l$ will correspond to 5.37 cubic feet per second for $Q$?

4. A boat's crew rowed down stream 7 miles and back in 3 hours 20 minutes. The velocity of the current was 2 miles per hour. How many miles per hour would the crew make in still water?

5. Two loans, together amounting to $45,000, are made at different rates of interest, but the amounts borrowed are such that the respective annual interest payments are equal. If the first loan were to be charged the second's rate of interest, its annual payment would be $800; and if the second loan were to be charged the first's rate of interest, its annual payment would be $1,250. Find the respective rates of interest.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas, and volumes. *Demonstrations of theorems will not be required.*

*Sample Questions.*

1. Explain, by reference to a sketch, how you would divide a line that is 26 inches long into three parts proportional to the numbers 2, $\frac{3}{4}$, $\frac{1}{2}$. Compute also the lengths of the respective parts.

2. A hexagonal bar of steel, 10 feet 3 inches long, measures 12 inches around the perimeter of a right section. What is the weight of the bar, at 490 pounds per cubic foot?

3. A trapezoidal lot of land, 120 feet in length, measured perpendicularly between its parallel ends, tapers uniformly and equally on both sides from a width of 24 feet at one end to 14 feet at the other end. Where should it be cut transversely, that is, parallel to the ends, so as to make two pieces of equal area?

4. The base of a pyramid contains 144 square feet. A plane parallel to the base and four feet from the vertex cuts a section containing 64 square feet. What is the height of the pyramid?

5. A hollow cylinder 4 feet in diameter and 15 feet long, lying upon its side, is filled with water until the latter touches two-thirds of the circumference, at which time it is also within 1 foot of the top. How much water does the cylinder then contain?

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

*Sample Questions.*

1. The value of the sine of a certain angle is $\frac{12}{13}$. Without using tables, find the value of cosine, tangent, cotangent, secant and cosecant, and show clearly your method.
2. Three times the sine of a certain angle is equal to twice the square of the cosine of the same angle. What is the angle?
3. By logarithms obtain the value of the following expression:

$$\frac{(0.68291)^{\frac{5}{2}} \times \sqrt{5.9546} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 3,000 feet radius intersect so as to include an interior angle of 157° 8′. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.
5. A distance $A\ B$ across a stream is to be determined. A base line $A\ C$, 200 feet long, is measured off on one bank, sights are taken from each end of it to $B$, and the angles which the lines of sight make with the base are measured, $A$ being 104° 53′ and $C$ 58° 11′. Compute the distance $A\ B$, using logarithms.

Duties. Questions relating to the work of the head of an engineering field party, including the special work of surveying in cities, giving lines and grades for construction, measuring and estimating earth, rock and quantities in engineering structures; definition of technical terms; surveying problems.

Engineering theory. Elementary principles of mechanics, hydrostatics and hydraulics, and their application to simple problems. Problems in surveying.

*Sample Questions.*

(*Applicants are required to answer but three questions.*)

1. The notes of a survey and the calculated latitudes and departures are as follows: —

| Stations. | Bearings. | Distances. | Latitudes. | Departures. |
|---|---|---|---|---|
| 1. | N. 30° 0′ E. | 328.68 | 284.64 | 164.34 |
| 2. | N. 57° 45′ E. | 306.90 | 163.78 | 259.54 |
| 3. | S. 39° 30′ E. | 396.00 | 305.58 | 251.87 |
| 4. | S. 37° 15′ W. | 391.38 | 311.53 | 236.92 |
| 5. | N. 69° 15′ W. | 465.96 | 165.07 | 435.78 |

Balance the survey, give the error of closure and calculate the area.

2. Two streets intersect at an angle of 42° 28′. It is desired to ease the acute-angled intersection, making the street boundary a circular curve of ten feet radius, tangent to the street lines. Give the area of the land to be taken, and the length of each line bounding it.

3. What should be the cross-section of a yellow pine beam 12 feet long, supported at both ends, to sustain with safety a centre load of 5,000 pounds?

   What should be the cross-section if the load is uniformly distributed?

   If a beam of the same length is fixed at one end only, and has the same load concentrated at the other, what should be the cross-section?

   Assume for all cases an extreme fibre strain of 1,250 pounds per square inch. The moment of inertia of a rectangle is $\frac{bh^3}{12}$.

4. Compute the number of square yards of paving in the road bed of a section of a curved street 30 feet wide, the radius of the centre line being 175 feet and the angle at the centre being 47 degrees.

5. A rectangular wall 10 feet high, weighing 140 pounds per cubic foot, would need to be how thick in order to be stable against overturning, if exposed to the pressure of water standing level with its top on one side only?

6. Compute the tension in pounds per square inch in the metal of a water pipe, if the metal be ½ inch thick, the inside diameter of pipe 2 feet, and the water pressure that due to a static head of 207 feet.

7. The diameter of a steam engine cylinder is 9 inches, the length of crank 10 inches, the number of revolutions per minute 110, and the mean effective pressure of the steam 35 pounds per square inch. Find the indicated horse-power.

Materials and methods of construction. Properties and characteristics of the various materials used in engineering construction; proper tests to be applied to ascertain their strength and other qualities; methods employed in preparing and placing the materials in the work; definition of technical terms.

The questions which have been given have related to stone and brick masonry, methods of laying and bonding various classes of masonry, and the qualities of the several materials entering into their construction; to the different kinds of hydraulic cements, their strengths and methods of testing; to concrete, the proper proportions of the several ingredients and methods of mixing and depositing under different conditions; to the different kinds of roads and pavements, the materials used and methods of building; to the properties and characteristics of cast iron, wrought iron and steel, to the uses for which each is best adapted, and to their strengths and methods of testing the same. Definition of technical terms in common use in engineering specifications.

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SCHEDULE B, CLASS 12, DIVISION D (ASSISTANT ENGINEER, SENIOR GRADE).

Education and experience. Same as Division A.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

*Sample Questions.*

1. The value of the tangent of a certain angle is $\frac{5}{12}$. Without using tables, find the value of sine, cosine, cotangent, secant and cosecant, and show clearly your method.
2. Water runs 42 inches deep in a 48-inch circular conduit. What is the area of the water section?
3. By logarithms obtain the value of the following expression: —

$$\frac{(0.68291)^{\frac{3}{2}} \times \sqrt{5.9548} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 2,900 feet radius intersect so as to include an interior angle of 157° 8′. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.
5. A distance *A B* across a stream is to be determined. A base line *A C*, 220 feet long, is measured off on one bank, sights are taken from each end of it to *B*, and the angles which the lines of sight make with the base are measured, *A* being 104° 53′ and *C* 58° 11′. Compute the distance, *A B*, using logarithms.

Engineering theory. Same as Division C.

Materials and methods of construction. Same as Division C (*except for surveyors* *).

Designing. This subject requires the applicant to make a complete design of an engineering structure in the particular line of work in which he is engaged, or in which he seeks employment, and to answer pertinent questions as to the actual work of construction. Data to the extent usually available in actual practice will be given, and from these the applicant must make the necessary computations, prepare plans and sketches, showing clearly his design, and write a brief specification of the work to be done, the whole to be in sufficient detail to enable a definite proposal to be made for building the proposed structure.

At the beginning of his second day's work each applicant has been required to announce his choice of some one of the following optional subjects upon which he elected to be examined: —

(1) Design for a plate girder bridge.
(2) Design for a through truss highway bridge.
(3) Design for a bridge abutment of masonry, with wing walls.
(4) Design for a street intersection.
(5) Advanced surveying, and surveying problems.
(6) Design for the cross-section of a trunk sewer.
(7) Design for a system of separate sewers.
(8) Questions relating mainly to excavation and embankment; heavy masonry construction in tunnels, aqueducts and walls; water-pipe laying; and the interpretation of drawings. A certain amount of choice has been permitted in the subdivisions of this class.
(9) Design for State road.

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* For surveyors (instead of materials and methods of construction): Advanced surveying. Questions in geodetic, topographic and hydrographic surveying; methods of accurate land surveying and levelling in cities; details of the work of laying out and grading new streets and relocating old streets; evidence of ownership in disputed boundary lines. Surveying problems.

SCHEDULE B, CLASS 12, DIVISION E (DRAUGHTSMAN, JUNIOR GRADE).

Handwriting.
Spelling.
Education.
Experience.
Arithmetic.
Algebra.
Geometry.
Tracing.
} Same as Division A.

Instead of the subject called "Duties," which appears in the rodman's examination, the applicants for this division will be given elementary drawing.

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SCHEDULE B, CLASS 12, DIVISION F (DRAUGHTSMAN, SENIOR GRADE).

Handwriting.
Spelling.
Education and experience.
} Same as Division A.

Arithmetic. Including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids.

*Sample Questions.*

1. Change the following lengths to feet and inches, giving the answers to the nearest eighth of an inch: 12.56 feet; 6.82 feet; 4.20 feet.
2. Divide one and six hundred sixteen thousandths by eight ten-thousandths.
3. Add $\frac{11}{14}$, $\frac{3}{10}$ and $\frac{19}{21}$, and from the sum subtract nine thousand one hundred forty-seven hundred-thousandths. *Carry the work to five places of decimals.*
4. Twenty-five thousand feet, board measure, of 2-inch plank were sent from the lumber yard to cover the roadway of a bridge 260 feet long and 42 feet wide. What per cent. of the planking was wasted?

Algebra. To and including the solution of simultaneous equations of the second degree.

*Sample Questions.*

1. Multiply $\frac{10\,a^3\,y}{9\,bx^2}$ by $\frac{3\,b^4\,x^3}{4\,a^3\,y^2}$.
2. Divide $x^6 - 6\,x^4 + 5\,x^2 - 1$ by $x^3 + 2\,x^2 - x - 1$.

3. There are three numbers. If we add $\frac{1}{2}$ the first to $\frac{1}{3}$ the second plus $\frac{1}{4}$ the third, the sum will be 62. Or $\frac{1}{3}$ the first plus $\frac{1}{4}$ the second plus $\frac{1}{5}$ the third equals 47. Or $\frac{1}{4}$ the first plus $\frac{1}{5}$ the second plus $\frac{1}{6}$ the third equals 38. Find the numbers.
4. Solve the equation $4x - \frac{14 - x}{x + 1} = 14$.
5. A rectangular plot of ground is surrounded by a walk 7 feet wide. The area of the plot and walk is 15,000 square feet, and of the walk 3,696 square feet. Find the length and breadth of the plot.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

*Sample Questions.*

1. Through the vertex of a right angle a straight line of indefinite length is drawn, lying outside the angle. What is the sum of the two acute angles thereby formed? *Give your reasoning.*
2. If the angle at the vertex of an isosceles triangle is a right angle, what ratio exists between the base and the altitude? *Give your reasoning.*
3. Supposing a tangent drawn to a circle from a given point without; show by a sketch how you would determine the precise point of tangency. *Give the reasons for your method.*
4. The bases of a trapezoid are 32 feet and 20 feet respectively. Each of the other sides is 10 feet. Find the area of the trapezoid.
5. A cubic foot of brass is drawn into a wire $\frac{1}{8}$ of an inch in diameter. Find the length of the wire to the nearest foot. $\pi = 3.1416$.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

*Sample Questions.*

1. In a triangle $ABC$ the angle $A$ is $90°$; the side $AB$ is 4 units long, $AC$ 3 units, and $BC$ 5 units. State, from inspection of the figure, the value of the cosine of the angle $C$; the sine of $B$; the tangent of $C$; the secant of $B$.
2. Construct on paper an angle of $53° 14'$ by means of its tangent (to be obtained from the tables), and explain your method.

3. Multiply 4978.3 by $(0.2916)^3$ and divide the result by $\sqrt[5]{1.985}$, using logarithms for all the computations.
4. A regular octagon is inscribed in a circle of 8 feet diameter. Compute the length of a side, using only natural functions for the angles.
5. From a point in the same horizontal plane with the base of a tower, the angle of elevation of its top is 50° 39′; and from a point 100 feet further away it is 35° 16′. Required the height of the tower.

Duties. Questions relating to the implements, materials and methods used in making maps and plans. Details of plans, such as lettering titles, coloring and ornamenting; scales, north points, etc.

Methods of duplicating, preserving and cleaning plans, etc.

Tracing. Same as Division A.

Plotting. Plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title.

*Sample Question.*

Plot accurately, on a scale of 30 feet to an inch, the survey of a parcel of land given in the following notes: —

| Station. | Bearing. | Distance. |
|---|---|---|
| 1. | N. 48° 30′ E. | 213.00 feet. |
| 2. | S. 42° 15′ E. | 193.80 " |
| 3. | S. 49° 15′ W. | 162.00 " |
| 4. | N. 82° 15′ W. | 77.40 " |
| 5. | N. 42° 45′ W. | 133.20 " |

Locate station one 5½ inches from the bottom of the drawing paper and two inches from the left margin.

Ink-in the plot, mark the bearing and length of each side, draw a north point and letter the following title, making your own arrangement: "Plan of land in Boston belonging to John Smith, March, 1898. Scale, 30 feet to an inch."

Drawing. This subject calls for the making of a detailed drawing of an engineering structure, the whole to be finished in India ink and neatly lettered. A rough sketch will be furnished, giving the general dimensions of the structure, and such other data will be supplied as a chief draughtsman or designer in actual practice would give to his assistant to enable him to prepare a set of working drawings.

In examinations already held, the applicants have been required to make the drawings of a masonry abutment for a highway bridge.

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